



# DEVELOPMENT APPLICATION HANDBOOK

## APPLICATIONS, CHECK LISTS, & REVIEW MATERIALS

General Information

Development/Zoning Change Application

Annexation

Zoning

Civil and Landscape Plans

Letter Templates



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## APPLICATIONS, CHECKLISTS, & REVIEW MATERIALS

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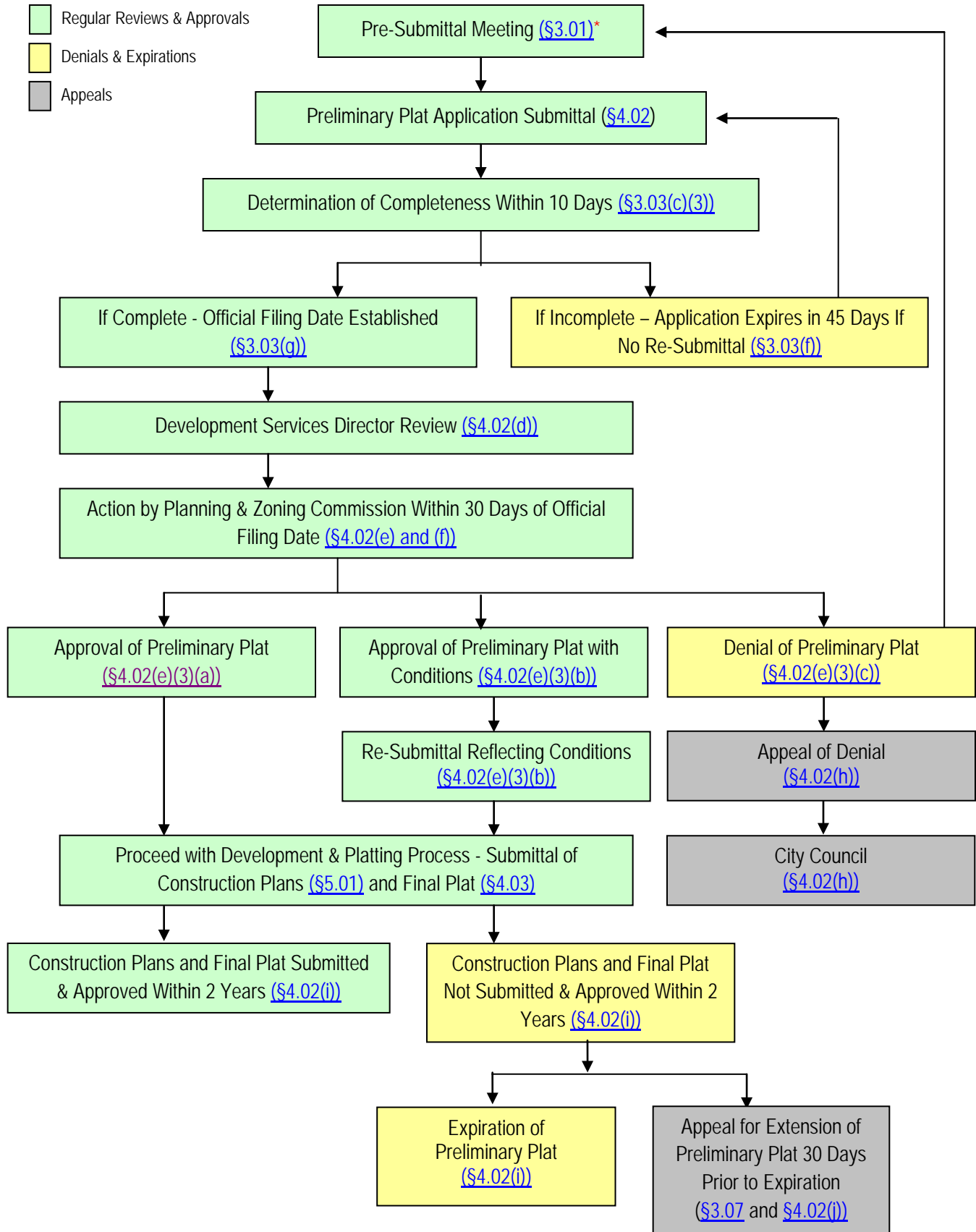
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# PRELIMINARY PLAT REVIEW & APPROVAL PROCESS

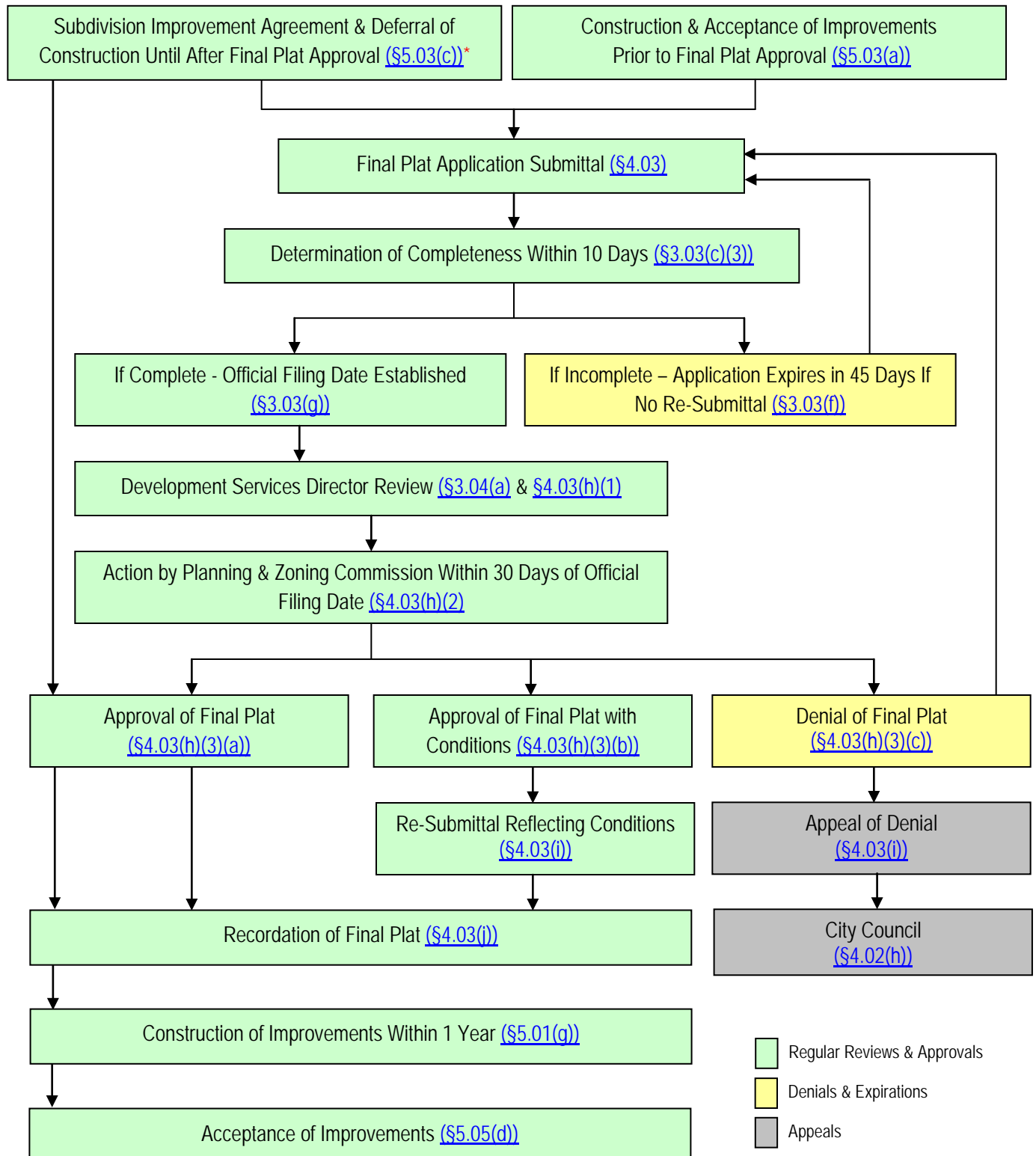
\* Flow Chart below refers to section numbers in the [Subdivision Ordinance](#).  
See also [Zoning Ordinance §6.05 Site Plan Requirements](#)



# FINAL PLAT REVIEW & APPROVAL PROCESS

\* Flow Chart below refers to section numbers in the [Subdivision Ordinance](#).

See also [Zoning Ordinance §6.05 Site Plan Requirements](#)





# PRE-SUBMITTAL MEETING INFORMATION

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Thank you for your interest in developing in the City of Frisco. We are privileged to serve in one of the fastest growing cities in the U.S. and be part of an organization dedicated to maintaining Frisco's reputation for an exemplary quality of life. In order to efficiently manage the high volume of applications for new development and redevelopment, applicants are encouraged to confer with the City's development review team to discuss proposals prior to making a formal submittal.

The purpose of the pre-submittal meeting is to allow the applicant to become more familiar with the City's development codes and procedures and to ensure that applications will contain the required information. Pre-submittal meetings are not intended to provide every detail associated with the development process; it is a tool to exchange information between City staff and the applicant. We want the applicant to obtain an understanding of the next steps of the process, be made aware of any major issues, and understand which ordinances apply.

Due to the number of development-related inquiries, we need to limit the initial pre-submittal meeting to one hour; however, staff is available for follow-up meetings. Staff members representing the following departments will be present at the meeting:

- Development Services  
(Planning & Landscape Architecture)
- Engineering Services  
(Civil and Transportation)
- Environmental Services  
(Solid Waste Collection)
- Fire Department
- Parks & Recreation

Experience has shown that many applicants have questions about the City's Building and Fire Codes. While representatives from the Fire Department can answer general Fire Code questions, separate meetings will need to be scheduled with the Fire Department and Building Inspection Division personnel to discuss detailed fire and building code topics.

## **HOW TO SCHEDULE A MEETING**

Pre-submittal meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month beginning at 9:00 am. To make an appointment, please contact Anthony Satarino, Planner, at 972-292-5354 or via email at [asatarino@friscotexas.gov](mailto:asatarino@friscotexas.gov).

Due to the number of development inquiries that we receive, available time slots fill quickly, and **we cannot guarantee an appointment at the next scheduled meeting. We recommend requesting an appointment a minimum of two weeks in advance.**

A PDF copy of the proposed plan **MUST** be emailed to Development Services by Noon, on the Friday prior to the meeting. Staff will not have time to review the exhibit in detail, but it will help us to become familiar with your proposal prior to the meeting.

## **WHAT YOU CAN DO PRIOR TO THE MEETING**

The attached document contains many of the issues and references to codes commonly discussed during the pre-submittal meetings.

The City's web site also contains a wealth of information. Suggested links include the Department of Development Services web site: [www.FriscoTexas.gov/Departments/PlanningDevelopment](http://www.FriscoTexas.gov/Departments/PlanningDevelopment) and the City's GIS mapping information located at <http://maps.friscotexas.gov>.

Please contact Anthony Satarino if you have any questions or need additional information.

## COMMON PRE-SUBMITTAL ISSUES & RESOURCES

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### DEVELOPMENT SERVICES

- Prior to the pre-submittal meeting, please verify whether or not the zoning permits the proposed use. Please note that properties which are within 750 feet of the right-of-way of the Dallas North Tollway and 750 feet of the centerline of Preston Road are subject to additional “overlay” standards as found in the City’s Zoning Ordinance: [www.FriscoTexas.gov/Departments/PlanningDevelopment/planning/Pages/ZoningOrdinance.aspx](http://www.FriscoTexas.gov/Departments/PlanningDevelopment/planning/Pages/ZoningOrdinance.aspx)
- The Development Application Handbook is available on the City’s web site and provides a comprehensive list of items and information required to be depicted on all applications. [www.FriscoTexas.gov/Departments/PlanningDevelopment/planning/Pages/DevelopmentApplicationHandbook.aspx](http://www.FriscoTexas.gov/Departments/PlanningDevelopment/planning/Pages/DevelopmentApplicationHandbook.aspx)
  - Key items in the handbook include:
    - Fees
    - Submittal deadlines
    - Standard notes and language for plats & plans
    - Application forms
    - Checklists by project type
- The goal is to place a submittal on the Planning & Zoning Commission’s (P&Z) agenda within approximately 30 days of receipt of a valid application. Zoning change requests may require more time to be placed on a P&Z agenda. Incomplete applications and delays in resubmitting corrected plans and plats will postpone items from being considered by the P&Z in a timely manner.
- Applications for final plats are not accepted until all required public improvements have been installed in accordance with Construction Plans and the Preliminary Plat, where applicable, and approved by the City.
- Preliminary Site Plans for nonresidential projects require a façade plan. In addition to the façade plan, Site Plan applications shall also include a sample board. The design must be compatible with the architectural style, colors and materials of surrounding development, where applicable.
- When a zoning change is required, the applicant must meet with adjacent Home Owner Association (HOA) representatives prior to the case being advertised for the first Public Hearing. Development Services staff can provide the names and contact information of the HOA representatives.
- It is imperative that a definitive franchise utility easement plan be provided at the time of Site Plan submittal to ensure there are no encroachments or interference with city utilities, trees and other required landscaping. This will require the developer to work with the franchise utility provider(s) in advance of the site plan submittal. Staff will require that the applicant provide confirmation from the franchise utility provider that the plan meets their needs.
- Licensed Child Care Centers require a Specific Use Permit (zoning change).
- Please note the City collects Thoroughfare, Water and Wastewater Impact Fees for new development. Information regarding the relevant ordinance can be found at: [www.FriscoTexas.gov/Departments/PlanningDevelopment/Pages/ImpactFees.aspx](http://www.FriscoTexas.gov/Departments/PlanningDevelopment/Pages/ImpactFees.aspx).
- The landscape water use calculator is available at the following link: [www.FriscoTexas.gov/Departments/PlanningDevelopment/Pages/Forms.aspx](http://www.FriscoTexas.gov/Departments/PlanningDevelopment/Pages/Forms.aspx)
- A water resource zone is required at the rate of 5% of the parking surface for nonresidential developments and 7% of the parking surface for multifamily developments.
- Tree islands must be a minimum of 500 square feet or an equal amount of structural soil is required under the pavement.
- Façade trees are required for retail centers and office buildings.
- Tree staking is not required but when used, metal “T” posts, wires and hoses are not permitted.



### **CIVIL ENGINEERING**

- Development shall be served by two separate sources of water.
- Water and sanitary sewer lines must be extended to adjacent developments where applicable.
- Detention is required for commercial development unless regional detention is provided.
- Roof drains and gutter downspouts shall discharge into the site storm drainage and detention system. Where a site storm drainage system is not available, roof drains and downspouts may discharge at grade provided that the discharge does not flow across walkways providing access to building entrances.
- Please refer to the City's Engineering Standards regarding design standards, construction standard details, technical specifications, approved materials list, and general notes.  
[www.FriscoTexas.gov/Departments/Engineering/Pages/StandardsDetails.aspx](http://www.FriscoTexas.gov/Departments/Engineering/Pages/StandardsDetails.aspx).
- Wastewater service laterals shall be a minimum 4 inches for residential and 6 inches for commercial developments. Manholes are required for laterals 6 inches or larger connecting to the main line.
- Stormwater discharges from proposed developments shall not cause adverse impacts to adjacent or downstream properties. In order to determine impacts, a Downstream Assessment may be required. To determine if an assessment is required, reference Section 4.03 Downstream Requirements of the Engineering Standards.
- Dumpster enclosures that require a dumpster drain shall have a water-tight cover plumbed to grease trap on the sanitary sewer system. The enclosure must prevent parking lot runoff.
- All easements dedicated to the City are a minimum of 15 feet wide. Additional width may be required depending on the depth of the public service line.
- Full panel concrete pavement replacement will be required if pavement is cut.
- All sites require two points of access, one of which must connect to a median opening.
- All driveways on minor and major thoroughfares must have a deceleration lane.
- The developer of a site is responsible for constructing median openings, left-turn lanes and deceleration lanes to its driveways.
- Driveways must be spaced 260 feet apart on minor thoroughfares, 280 feet apart on major thoroughfares, and further apart on TxDOT roadways.
- Near major intersections, driveways can be no closer than 75 feet upstream (or 200 feet downstream) from the ROW of the cross street. A driveway can be located within a right-turn lane at an intersection within certain limitations.
- The site shall provide for cross-access to adjacent properties (and may need to obtain access easements from an adjacent property to build a shared driveway).
- Driveways shall provide the required on-site stacking (measured from the ROW line) before giving access to parking spaces or drive aisles.
- Day care facilities require a Queuing and Traffic Circulation Study as part of the SUP application (it will become part of the permit). The study shall be submitted at time of the SUP application. It needs to be reviewed and approved by Traffic Engineering before the case is scheduled for the Planning & Zoning Commission Public Hearing. The study shall:
  - describe the operations of the facility (such as hours, peak drop-off and pick-up times, if parents are required to walk in to drop off and pick up, etc.).
  - depict where the customers will come from and which driveway(s) will be used.
  - depict how traffic will circulate through the site in a way that will prevent any queues or gridlock that would back up onto the adjacent street(s).
  - include a statement that the owner & manager of the facility agree to operate the facility as set forth in the approved study.
- Day care facilities and schools require a stacking lane that is outside of a fire lane.

### **TRAFFIC ENGINEERING**



- Refer to Section 2 of the Engineering Standards for detailed requirements:  
[www.FriscoTexas.gov/Departments/engineering/Pages/StandardsDetails.aspx](http://www.FriscoTexas.gov/Departments/engineering/Pages/StandardsDetails.aspx)

### **FIRE DEPARTMENT**

- As referenced in the Codes section, the Frisco Fire Department has adopted the 2012 Edition of the International Fire Code with local amendments, effective February 1, 2014. The local amendments can be located at:  
[www.FriscoTexas.gov/Departments/Fire/FireMarshal/Pages/InternationalFireCode.aspx](http://www.FriscoTexas.gov/Departments/Fire/FireMarshal/Pages/InternationalFireCode.aspx).  
In the Municode Library, select Chapter 38; Article IV: Fire Code and Technical Regulations from the left-side menu to see the Fire Code.
- The City of Frisco is an ISO Class 1 regarding property insurance classification.
- Fire lanes must be provided within 150 feet of all exterior walls of any building.
- The fire lane shall be a minimum of 24 feet wide.
- The inside turning radius of the fire lane shall be a minimum of 20 feet.
- Dead end fire lanes are not permitted.
- Fire hydrants must be provided at the entrances and intersections.
- Fire hydrants must be spaced no greater than 300 feet apart for a commercial development and no greater than 500 feet for residential development.
- The fire lanes and fire hydrants must be installed and tested prior to beginning vertical construction of the building.
- Automatic fire sprinkler system will be required for the proposed buildings if the square footage exceeds 5,000 square feet on each lot or the occupant load within the assembly occupancy exceeds 100 people.
- Fire department connection for the fire sprinkler system must be located within 100 feet of a fire hydrant and 50 feet of a fire lane.
- A 10 feet unobstructed width must be provided around a building for adequate fire department access.

### **ENVIRONMENTAL SERVICES**

- Commercial properties greater than 2,000 sq. ft. are required to comply with Ordinance #01-02-14 Chapter 74, Sections 19 -20 regarding on-site commercial and multi-family recycling.  
[http://library.municode.com/HTML/13745/level2/PTIICOOR\\_CH74SOWA.html](http://library.municode.com/HTML/13745/level2/PTIICOOR_CH74SOWA.html)
- The location of refuse, recycling and compactor receptacles shall be identified on the site plan. Dimensions/measurements shall be provided in accordance with the following criteria:  
[http://FriscoTexas.gov/Departments/PlanningDevelopment/BuildingInspections/Documents/Dumpster Enclosure Requirements Feb2010.pdf](http://FriscoTexas.gov/Departments/PlanningDevelopment/BuildingInspections/Documents/Dumpster%20Enclosure%20Requirements%20Feb2010.pdf)
- A sufficient number and size of enclosures/compactors shall be provided to meet the demands of the property.
- Refuse and recycling receptacles shall be screened with a six to eight foot masonry wall. Compactors shall be screened with an eight foot masonry wall. All enclosures shall be of a color consistent with the primary building.
- No portion of the enclosure or enclosure gate, if provided, shall impede or encroach into a fire lane, access easement, utility easement or drive aisle.
- Enclosures must be located on the site that allow for the efficient circulation of the service trucks within single and multi-parcel commercial developments and shall not obstruct visibility at any intersection.
- The service opening of an enclosure shall not directly face any public right-of-way or residentially zoned property.
- In multifamily developments, refuse and recycling receptacles shall be located a minimum of 50 feet from any apartment building and a minimum of 100 feet from an adjacent residential district. Compactors shall be located a minimum of 50 feet from any apartment building and a minimum of 150 feet from an adjacent residential district.





### **PARKS**

- All residential development is subject to dedication of public parkland or the payment of a fee in lieu of dedication. The fee is \$1,561.00 per single family lot or multifamily unit. The final decision whether to accept dedication, payment of the fee or a combination will be made by the Parks & Recreation Board upon recommendation by staff.
- Depending upon the location, residential and commercial development may be subject to the granting of an easement or the construction of a Hike and Bike Trail. Please contact the Parks Department.

### **BUILDING INSPECTION**

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- 2011 National Electrical Code (NEC) with local amendments
- 2012 International Mechanical Code (IMC) with local amendments
- 2012 International Property Maintenance Code (IPMC) with local amendments
- 2012 International Residential Code (IRC) with local amendments
- 2012 International Building Code (IBC) with local amendments
- 2011 ACI Manual of Concrete Practice, ACI318  
Commercial Green Building Program, Ord. 06-10-110  
Residential Green Building Program Ord. 06-10-111

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- The inside turning radius of the fire lane shall be a minimum of 20 feet.
- Dead end fire lanes are not permitted.
- Fire hydrants must be provided at the entrances and intersections.
- Fire hydrants must be spaced no greater than 300 feet apart for a commercial development and no greater than 500 feet for residential development.
- The fire lanes and fire hydrants must be installed and tested prior to beginning vertical construction of the building.
- Automatic fire sprinkler system will be required for the proposed buildings if the square footage exceeds 5,000 square feet on each lot or the occupant load within the assembly occupancy exceeds 100 people.
- Fire department connection for the fire sprinkler system must be located within 100 feet of a fire hydrant and 50 feet of a fire lane.
- A 10 feet unobstructed width must be provided around a building for adequate fire department access.

### **ENVIRONMENTAL SERVICES**

- Commercial properties greater than 2,000 sq. ft. are required to comply with Ordinance #01-02-14 Chapter 74, Sections 19 -20 regarding on-site commercial and multi-family recycling.  
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- Refuse and recycling receptacles shall be screened with a six to eight foot masonry wall. Compactors shall be screened with an eight foot masonry wall. All enclosures shall be of a color consistent with the primary building.
- No portion of the enclosure or enclosure gate, if provided, shall impede or encroach into a fire lane, access easement, utility easement or drive aisle.
- Enclosures must be located on the site that allow for the efficient circulation of the service trucks within single and multi-parcel commercial developments and shall not obstruct visibility at any intersection.
- The service opening of an enclosure shall not directly face any public right-of-way or residentially zoned property.
- In multifamily developments, refuse and recycling receptacles shall be located a minimum of 50 feet from any apartment building and a minimum of 100 feet from an adjacent



residential district. Compactors shall be located minimum of 50 feet from any apartment building and a minimum of 150 feet from an adjacent residential district.

### **PARKS**

- All residential development is subject to dedication of public parkland or the payment of a fee in lieu of dedication. The fee is \$1,561.00 per single family lot or multifamily unit. The final decision whether to accept dedication, payment of the fee or a combination will be made by the Parks & Recreation Board upon recommendation by staff.
- Depending upon the location, residential and commercial development may be subject to the granting of an easement or the construction of a Hike and Bike Trail. Please contact the Parks Department.

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- 2011 National Electrical Code (NEC) with local amendments
- 2012 International Mechanical Code (IMC) with local amendments
- 2012 International Property Maintenance Code (IPMC) with local amendments
- 2012 International Residential Code (IRC) with local amendments
- 2012 International Building Code (IBC) with local amendments
- 2011 ACI Manual of Concrete Practice, ACI318  
Commercial Green Building Program, Ord. 06-10-110  
Residential Green Building Program Ord. 06-10-111



## Pre-Submittal Meeting Schedule

In order to efficiently manage the high volume of applications for new development and redevelopment, applicants are encouraged to confer with the City's development review team to discuss proposals prior to making a formal submittal.

**The purpose of the pre-submittal meeting is to allow the applicant to become more familiar with the City's development codes and procedures and to ensure that applications will contain the required information.** Pre-submittal meetings are not intended to provide every detail associated with the development process; it is a tool to exchange information between City staff and the applicant. We want the applicant to obtain an understanding of the next steps of the process, be made aware of any major issues and understand which ordinances apply.

Appointments can be made by contacting the Planning Manager, at 972-292-5350. **Please note that the pre-submittal schedule books up 2 – 3 weeks in advance.**

A PDF of the concept plan of the proposed development must be emailed to the Planning Manager by Noon on the Friday prior to the meeting. Appointments are limited to one hour beginning at 9:00 A.M. and are scheduled for the following dates on a first come basis:

Deadline for Submitting Concept Plan (Noon on Friday)	Pre-Submittal Meeting Date (Wednesday)
1/9/15	1/14/15
1/23/15	1/28/15
2/6/15	2/11/15
2/20/15	2/25/15
3/6/15	3/11/15
3/20/15	3/25/15
4/3/15	4/8/15
4/17/15	4/22/15
5/8/15	5/13/15
5/22/15	5/27/15
6/5/15	6/10/15
6/19/15	6/24/15
7/2/15 (Thurs)	7/8/15
7/17/15	7/22/15
8/7/15	8/12/15
8/21/15	8/26/15
9/4/15	9/9/15
9/18/15	9/23/15
10/9/15	10/14/15
10/23/15	10/28/15
11/6/15	11/11/15
11/20/15	11/25/15*
12/4/15	12/9/15

\* Half-day (9AM-12PM)



# Plats, Site Plans, Zoning & SUP Applications

(Excluding Planned Development Zoning Applications)

Submittal Date by 12:00 P.M.	Staff's Mark-Ups E-mailed** after 1:00 P.M.	Applicant Submits Corrected Plans by 5:00 P.M.	Planning & Zoning Commission Meeting 6:30 P.M.	City Council Public Hearing 6:30 P.M. (Zoning and SUP requests only)	City Council Ordinance Adoption 6:30 P.M. (Zoning and SUP requests only)
1/12/15	1/21/15	1/27/15	2/10/15	3/3/15	4/7/15
1/26/15	2/4/15	2/10/15	2/24/15	3/17/15	4/21/15
2/9/15	2/18/15	2/24/15	3/10/15	4/7/15	5/5/15
2/23/15	3/4/15	3/10/15	3/24/15	4/21/15	5/19/15
3/16/15	3/25/15	3/31/15	4/14/15	5/5/15	6/2/15
3/30/15	4/8/14	4/14/15	4/28/15	5/19/15	6/16/15
4/13/15	4/22/15	4/28/15	5/12/15	6/2/15	7/7/15*
4/27/15	5/6/15	5/12/15	5/26/15	6/16/15	8/4/15
5/11/15	5/20/15	5/26/15	6/9/15	7/7/15*	8/18/15
5/26/15	6/3/15	6/9/15	6/23/15	8/4/15	9/1/15
6/29/15	7/8/15	7/14/15	7/28/15	8/18/15	9/15/15
7/13/15	7/22/15	7/28/15	8/11/15	9/1/15	10/6/15
7/27/15	8/5/15	8/11/15	8/25/15	9/15/15	10/20/15
8/10/15	8/19/15	8/25/15	9/8/15	10/6/15	11/3/15
8/24/15	9/2/15	9/8/15	9/22/15	10/20/15	11/17/15
9/14/15	9/23/15	9/29/15	10/13/15	11/3/15	12/1/15
9/28/15	10/7/15	10/13/15	10/27/15	11/17/15	12/15/15*
10/12/15	10/21/15	10/27/15	11/10/15	12/1/15	1/5/16
10/26/15	11/4/15	11/10/15	11/24/15	12/15/15*	2/2/16
11/9/15	11/18/15	11/24/15	12/8/15	1/5/16	2/16/16
12/14/15	12/23/15	12/29/15	1/12/16	2/2/16	3/1/16
12/28/15	1/6/16	1/12/16	1/26/16	2/16/16	3/15/16

(The schedule for Planned Development Zoning Applications is noted on the following page.)

## INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

All applications must be hand delivered by the applicant and/or authorized representative (no couriers).

**Applications arriving after 12:00 p.m. will not be accepted.**

The schedules will be extended if staff's review comments have not been addressed or if the Planning & Zoning Commission or the City Council tables the request.

Dates for Planning & Zoning Commission and City Council meetings are **subject to change** and should be verified.

\*Denotes City Council meetings that may be cancelled or rescheduled.

Final approval of Zoning changes and Specific Use requests requires Ordinance adoption by the City Council.

**\*\*Hard copies of mark-ups available for pick up upon request.**



# Planned Development (PD) Zoning Applications

Submittal Date by 12:00 P.M.	Staff's Mark-Ups E-mailed** after 1:00 P.M.	Applicant Submits Corrected Plans by 5:00 P.M.	Planning & Zoning Commission Public Hearing 6:30 P.M.	City Council Public Hearing 6:30 P.M.	City Council Ordinance Adoption 6:30 P.M.
1/12/15	1/21/15	1/27/15	3/10/15	4/7/15	5/5/15
1/26/15	2/4/15	2/10/15	3/24/15	4/21/15	5/19/15
2/9/15	2/18/15	2/24/15	4/14/15	5/5/15	6/2/15
2/23/15	3/4/15	3/10/15	4/28/15	5/19/15	6/16/15
3/16/15	3/25/15	3/31/15	5/12/15	6/2/15	7/7/15*
3/30/15	4/8/14	4/14/15	5/26/15	6/16/15	8/4/15
4/13/15	4/22/15	4/28/15	6/9/15	7/7/15*	8/18/15
4/27/15	5/6/15	5/12/15	6/23/15	8/4/15	9/1/15
5/11/15	5/20/15	5/26/15	7/28/15	8/18/15	9/15/15
5/26/15	6/3/15	6/9/15	8/11/15	9/1/15	10/6/15
6/29/15	7/8/15	7/14/15	8/25/15	9/15/15	10/20/15
7/13/15	7/22/15	7/28/15	9/8/15	10/6/15	11/3/15
7/27/15	8/5/15	8/11/15	9/22/15	10/20/15	11/17/15
8/10/15	8/19/15	8/25/15	10/13/15	11/3/15	12/1/15
8/24/15	9/2/15	9/8/15	10/27/15	11/17/15	12/15/15*
9/14/15	9/23/15	9/29/15	11/10/15	12/1/15	1/5/16
9/28/15	10/7/15	10/13/15	11/24/15	12/15/15*	2/2/16
10/12/15	10/21/15	10/27/15	12/8/15	1/5/16	2/16/16
10/26/15	11/4/15	11/10/15	1/12/16	2/2/16	3/1/16
11/9/15	11/18/15	11/24/15	1/26/16	2/16/16	3/15/16
12/14/15	12/23/15	12/29/15	2/9/16	3/1/16	4/5/16
12/28/15	1/6/16	1/12/16	2/23/16	3/15/16	4/19/16

(The schedule for Planned Development Zoning Applications is noted on the following page.)

## INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

All applications must be hand delivered by the applicant and/or authorized representative (no couriers)

**Applications arriving after 12:00 p.m. will not be accepted.**

The schedules will be extended if staff's review comments have not been addressed or if the Planning & Zoning Commission or the City Council tables the request.

Dates for Planning & Zoning Commission and City Council meetings are **subject to change** and should be verified.

\*Denotes City Council meetings that may be cancelled or rescheduled.

\* Final approval of Zoning changes and Specific Use requests requires Ordinance adoption by the City Council.

**\*\*Hard copies of mark-ups available for pick up upon request.**





# ZONING & DEVELOPMENT FEES

Fees as of September 30, 2011; Ordinance No. 11-09-45

**ANNEXATION REQUEST** \_\_\_\_\_ \$200

## ZONING FEES

### Zoning Request

49.9 acres or less \_\_\_\_\_ \$750  
50 acres or more \_\_\_\_\_ \$1,200

### Planned Development (PD)

Request \_\_\_\_\_ \$1,200 + \$10 per acre or portion thereof

### Specific Use Permit (SUP)

Request \_\_\_\_\_ \$300 + \$10 per acre or any portion thereof

Appeal of zoning case to City Council \_\_\_\_\_ \$100

## DEVELOPMENT FEES

Preliminary Site Plan \_\_\_\_\_ \$50 per acre or portion thereof

Site Plan \_\_\_\_\_ \$100 per acre or portion thereof

Substantially Conforming Site Plan \_\_\_\_\_ \$100

Landscape Plans \_\_\_\_\_ \$0

Facade Plans \_\_\_\_\_ \$0

General Tree Survey \_\_\_\_\_ \$0

Detailed Tree Survey \_\_\_\_\_ \$0

Preliminary Drainage Plan \_\_\_\_\_ \$0

Preliminary Utility Plan \_\_\_\_\_ \$0

## PLAT FEES

*\*The per lot fees includes residential and open space / Homeowners' Association lots.*

### Preliminary Plat

Single Family \_\_\_\_\_ \$100 + \$15 per lot

### Final Plat

Single Family \_\_\_\_\_ \$100 + \$20 per lot

Multi-Family \_\_\_\_\_ \$100 + \$ 5 per unit

Non-Residential \_\_\_\_\_ \$100 + \$40 per acre or portion thereof

### Replat

Single Family \_\_\_\_\_ \$100 + \$20 per lot

Multi-Family \_\_\_\_\_ \$100 + \$ 5 per unit

Non-Residential \_\_\_\_\_ \$100 + \$40 per acre or portion thereof

Amending Plat \_\_\_\_\_ \$100 + \$20 per lot

Conveyance Plat \_\_\_\_\_ \$250

### Minor Plat

Single Family \_\_\_\_\_ \$100 + \$20 per lot

Multi-Family \_\_\_\_\_ \$100 + \$ 5 per unit

Non-Residential \_\_\_\_\_ \$100 + \$40 per acre or portion thereof

Plat Extension \_\_\_\_\_ \$100

### Plat Vacation

Single Family \_\_\_\_\_ \$100 + \$20 per lot

Multi-Family \_\_\_\_\_ \$100 + \$ 5 per unit

Non-Residential \_\_\_\_\_ \$100 + \$40 per acre or portion thereof

## MISCELLANEOUS FEES

Development Agreement Application \_\_\_\_\_ \$1,500.00

Variance \_\_\_\_\_ \$150 + postage costs for notification

Subdivision Name Change \_\_\_\_\_ \$100

Street Name Change \_\_\_\_\_ \$200 + cost of new street name blades

Zoning Verification Letter \_\_\_\_\_ \$50 per letter

Traffic Impact Analysis (TIA) \_\_\_\_\_ \$1,250 due at the time of application

Minor Amendment \_\_\_\_\_ No fees at this time

Improvement Agreements \_\_\_\_\_ No Fees at this time

Minor Waiver \_\_\_\_\_ No fees at this time

Major Waiver \_\_\_\_\_ No fees at this time

Proportionality Appeal \_\_\_\_\_ No fees at this time

Vested Rights Petition \_\_\_\_\_ \$200 + all City Attorney's fees

Homeowners' Association Document Reviews: The applicant shall reimburse the City for all related legal costs for review of the HOA documents.



# DEVELOPMENT/ZONING CHANGE APPLICATION

Page 1 of 2

Case # \_\_\_\_\_ (assigned by staff)

## SUBJECT PROPERTY INFORMATION

Project Name: \_\_\_\_\_

Request: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning (if applicable): \_\_\_\_\_

Location: \_\_\_\_\_

Subdivision Name, Block, Lot: \_\_\_\_\_ # of lots: \_\_\_\_\_ # of acres: \_\_\_\_\_

## OWNER AND AUTHORIZATION

Name: (print or type) \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## CHECK ONE OF THE FOLLOWING:

- ☐ I will represent the application myself; or
- ☐ I hereby designate \_\_\_\_\_ (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this development application. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application.

I hereby certify that I am the owner of the property and further certify that the information provided on this development application is true and correct. By signing below, I agree that the City of Frisco (the "City") is authorized and permitted to provide information contained within this application, including the email address, to the public. The City is also authorized and permitted to reproduce any copyrighted information submitted in connection with the application, if such reproduction is associated with the application in response to a Public Information Request.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF TEXAS

COUNTY OF \_\_\_\_\_

BEFORE ME, a Notary Public, on this day personally appeared \_\_\_\_\_ (printed owner's name) the above signed, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Notary Seal

## PROJECT REPRESENTATIVE/APPLICANT

Name: (print or type) \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Project Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# DEVELOPMENT/ZONING CHANGE APPLICATION

Page 2 of 2

Case # \_\_\_\_\_

## SUBMITTAL INFORMATION

1. Prior to submittal, please confirm if a Pre-submittal Meeting is necessary. Meeting(s) with the representatives of adjacent HOA's are necessary prior to submittal of zoning change application.
2. Incomplete applications and submittals will not be accepted or will be returned.
3. See Zoning & Development Fees contained within the Development Application Handbook  
[www.friscotexas.gov/departments/planningDevelopment/planning/Pages/DevelopmentApplicationHandbook.aspx](http://www.friscotexas.gov/departments/planningDevelopment/planning/Pages/DevelopmentApplicationHandbook.aspx)
4. All plans, except Engineering Construction Sets, shall be 24"X36" and folded.

### Additional Documents Required at Time of Submittal

For Submittal Requirements for each type, refer to the Development Application Handbook at the web site noted above but at a minimum, the following must be provided:

- ☐ Applicable checklist(s) completed and signed by preparer
- ☐ City tax statements for all projects. Electronic form is acceptable and available from [www.co.collin.tx.us](http://www.co.collin.tx.us).
- ☐ Where property owner notifications are required, provide in MS Word, formatted for printing on Avery 5160 labels.
- ☐ List of proposed street names for preliminary plats and preliminary site plans.
- ☐ For zoning change requests, submit a CD containing the meets and bounds description in MS Word format and exhibits in PDF format.

## FEES RELATED DEVELOPMENT APPLICATIONS (NON ZONING CHANGES)

### NON-RESIDENTIAL - Items Submitted

<input type="checkbox"/> Preliminary Site Plan – 9 plans	\$ _____
<input type="checkbox"/> Site Plan – 9 Plans	\$ _____
<input type="checkbox"/> Substantially Conforming Site Plan – 9 Plans	\$ _____
<input type="checkbox"/> Amending Plat/Plat Vacation – 9 Plans	\$ _____
<input type="checkbox"/> Final Plat or Replat – 9 Plans	\$ _____
<input type="checkbox"/> Conveyance Plat – 9 Plans	\$ _____
<input type="checkbox"/> Construction Set – 8 Sets	No Charge
<input type="checkbox"/> Façade Plan – 1 color & 1 b/w set	No Charge
<input type="checkbox"/> Landscape Plans – 1 Set	No Charge
<input type="checkbox"/> Detailed Tree Survey – 1 Plan	No Charge
<input type="checkbox"/> Traffic Impact Analysis (TIA) – 2 copies	\$ _____
<input type="checkbox"/> Development Agreement – 2 copies	\$ _____
<input type="checkbox"/> Proportionality Appeal	\$ _____
<input type="checkbox"/> Vested Rights Petition	\$ _____
<input type="checkbox"/> Comprehensive Plan Amendment	\$ _____

TOTAL \$ \_\_\_\_\_

### RESIDENTIAL - Items Submitted

<input type="checkbox"/> Preliminary Plat – 9 Plans	\$ _____
<input type="checkbox"/> Minor Amendment – 9 Plans	No Charge
<input type="checkbox"/> Amending Plat/Plat Vacation – 9 Plans	\$ _____
<input type="checkbox"/> Minor Plat – 9 Plans	\$ _____
<input type="checkbox"/> Final Plat or Replat – 9 Plans	\$ _____
<input type="checkbox"/> Conveyance Plat – 9 Plans	\$ _____
<input type="checkbox"/> Preliminary Utility Plan – 3 Plans	No Charge
<input type="checkbox"/> Preliminary Drainage Plan – 3 Plans	No Charge
<input type="checkbox"/> Construction Set – 8 Sets	No Charge
<input type="checkbox"/> Detailed Tree Survey – 1 Plan	No Charge
<input type="checkbox"/> Development Agreement – 2 copies	\$ _____
<input type="checkbox"/> Minor or Major Waiver	No Charge
<input type="checkbox"/> Proportionality Appeal	\$ _____
<input type="checkbox"/> Vested Rights Petition	\$ _____
<input type="checkbox"/> Comprehensive Plan Amendment	\$ _____

TOTAL \$ \_\_\_\_\_

## FEES RELATED TO ZONING CHANGE REQUESTS

- ☐ Straight Zoning (Non PD or Specific Use Permit) – 9 copies of Exhibits
- ☐ Specific Use Permit – 9 copies of Exhibit A and Exhibit B
- ☐ Planned Development – see PD Checklist
- ☐ Traffic Impact Analysis

### Filing Fees

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Total \$ \_\_\_\_\_

## OFFICE USE ONLY

Project Description: \_\_\_\_\_

\_\_\_\_\_ Zoning: \_\_\_\_\_ NU# \_\_\_\_\_

This application meets the Development Services' requirements for processing

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

# REQUIRED DOCUMENTS BY PROJECT TYPE

## **ZONING & PLANNED DEVELOPMENT APPLICATION**

- ☐ Completed, original Development/Zoning Change Application, signed by owner and project representative.
- ☐ City Tax statement from [www.co.collin.tx.us](http://www.co.collin.tx.us) indicating City taxes are current.
- ☐ List of all contacts affiliated with the project (owner, representative, surveyor, engineer, architect, landscape architect, etc).
- ☐ Zoning or Planned Development Checklist.
- ☐ A CD containing metes and bounds description in MS Word format and exhibits in PDF format
- ☐ Exhibit A with metes and bounds description as well as a graphic drawing of the property.
- ☐ Exhibit B Planned Development Standards (Planned Development Applications only).
- ☐ Exhibit C (Site Plan) (Planned Development Applications only).
- ☐ Provide notification labels in MS Word, formatted for printing on Avery 5160 labels.
- ☐ Detailed Tree Survey for Planned Development applications.
- ☐ Traffic Impact Analysis, if applicable.

## **SPECIFIC USE PERMIT APPLICATION**

- ☐ Completed, original Development/Zoning Change Application, signed by owner and project representative.
- ☐ City Tax statement from [www.co.collin.tx.us](http://www.co.collin.tx.us) indicating City taxes are current.
- ☐ List of all contacts affiliated with the project (owner, representative, surveyor, engineer, architect, landscape architect, etc).
- ☐ Specific Use Permit Checklist.
- ☐ A CD containing metes and bounds description in MS Word format and exhibits in PDF format
- ☐ Exhibit A with metes and bounds description as well as a graphic drawing of the property.
- ☐ Exhibit B with graphic display of the property as well as the proposed use and related details.
- ☐ Provide notification labels in MS Word, formatted for printing on Avery 5160 labels.
- ☐ Traffic Impact Analysis, if applicable.

## **PRELIMINARY SITE PLAN**

- ☐ Completed, original Development/Zoning Change Application, signed by owner and project representative.
- ☐ City Tax statement from [www.co.collin.tx.us](http://www.co.collin.tx.us) indicating City taxes are current.
- ☐ List of all contacts affiliated with the project (owner, representative, surveyor, engineer, architect, landscape architect, etc).
- ☐ List of proposed street names for approval, if applicable. (Required for public ways.) See Street Name Approval Criteria.
- ☐ Non-Residential Plans Development Review Checklist and/or Residential Plans Development Review Checklist.
- ☐ Preliminary Site Plan Checklist.
- ☐ Detailed Tree Survey, including proposed tree loss, with Checklist.
- ☐ Preliminary Façade Plan with Checklist and a Material Sample Board.
- ☐ Open Space Plan with Checklist.
- ☐ Preliminary Living Screen Plan (two 24"x36" copies), if applicable.
- ☐ Color Aerial of site with imposed development.

## **SITE PLAN**

- ☐ Completed, original Development/Zoning Change Application, signed by owner and project representative.
- ☐ City Tax statement from [www.co.collin.tx.us](http://www.co.collin.tx.us) indicating City taxes are current.
- ☐ List of all contacts affiliated with the project (owner, representative, surveyor, engineer, architect, landscape architect, etc).
- ☐ Non-Residential Plans Development Review Checklist and/or Residential Plans Development Review Checklist.
- ☐ Site Plan Checklist.
- ☐ Detailed Tree Survey and Tree Preservation Plan with Checklists.
- ☐ Façade Plan with Checklist and Material Sample Board.
- ☐ Open Space Plan with Checklist.
- ☐ Landscape Plans with Irrigation Plans and Checklists.
- ☐ Flood Study, if applicable.
- ☐ Traffic Impact Analysis, if applicable.
- ☐ Construction set with Checklist(s).
- ☐ Living Screen Plan (two 24"x36" copies), if applicable.



## REQUIRED DOCUMENTS BY PROJECT TYPE

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### **SUBSTANTIALLY CONFORMING SITE PLAN**

- ☐ Completed, original Development/Zoning Change Application, signed by owner and project representative.
- ☐ City Tax statement from [www.co.collin.tx.us](http://www.co.collin.tx.us) indicating City taxes are current.
- ☐ List of all contacts affiliated with the project (owner, representative, surveyor, engineer, architect, landscape architect, etc).
- ☐ Substantially Conforming Site Plan Checklist and Site Plan Checklist.
- ☐ Substantially Conforming Site Plan Checklist for Telecommunication Antenna, if applicable.

### **CONVEYANCE PLAT**

- ☐ Completed, original Development/Zoning Change Application, signed by owner and project representative.
- ☐ City Tax statement from [www.co.collin.tx.us](http://www.co.collin.tx.us) indicating City taxes are current.
- ☐ List of all contacts affiliated with the project (owner, representative, surveyor, engineer, architect, landscape architect, etc).
- ☐ Conveyance Plat Checklist.
- ☐ Current title commitment issued by a title insurance company authorized to do business in Texas, a title opinion letter from an attorney licensed to practice in Texas, or other acceptable proof of ownership identifying all persons having an owner interest in the property.

### **PRELIMINARY PLAT**

- ☐ Completed, original Development/Zoning Change Application, signed by owner and project representative.
- ☐ City Tax statement from [www.co.collin.tx.us](http://www.co.collin.tx.us) indicating City taxes are current.
- ☐ List of all contacts affiliated with the project (owner, representative, surveyor, engineer, architect, landscape architect, etc).
- ☐ Current title commitment issued by a title insurance company authorized to do business in Texas, a title opinion letter from an attorney licensed to practice in Texas, or other acceptable proof of ownership identifying all persons having an owner interest in the property.
- ☐ List of proposed street names for approval. See Street Name Approval Criteria.
- ☐ Separate instruments for existing on-site and off-site easements, if applicable.
- ☐ Residential Plans Development Review Checklist.
- ☐ Preliminary Plat Checklist.
- ☐ Preliminary Drainage Plan with Checklist.
- ☐ Preliminary Utility Plan with Checklist.
- ☐ Detailed Tree Survey and Tree Preservation Plan with Checklist.
- ☐ Landscape Plan Cross Section for interior streets on an 11"x17" exhibit..
- ☐ Screening Option Proposal along thoroughfare(s) on an 11"x17" exhibit.
- ☐ Color Aerial of site with imposed development.

### **MINOR AMENDMENT TO A PRELIMINARY PLAT**

- ☐ Completed, original Development/Zoning Change Application, signed by owner and project representative.
- ☐ A letter from the representative describing the modifications being made to the approved preliminary plat.
- ☐ City Tax statement from [www.co.collin.tx.us](http://www.co.collin.tx.us) indicating City taxes are current.



## REQUIRED DOCUMENTS BY PROJECT TYPE

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### **FINAL PLAT, REPLAT, MINOR PLAT, AMENDED PLAT, AND PLAT VACATION**

- ☐ Completed, original Development/Zoning Change Application, signed by owner and project representative.
- ☐ City Tax statement from [www.co.collin.tx.us](http://www.co.collin.tx.us) indicating City taxes are current.
- ☐ List of all contacts affiliated with the project (owner, representative, surveyor, engineer, architect, landscape architect, etc).
- ☐ Final Plat, Replat, Minor Plat, Amended Plat, and Plat Vacation Checklist.
- ☐ Written statement from the Applicant's engineer that all easements have been obtained for necessary public and franchise utilities. (see Subdivision Ordinance Sec 5.03(e) – page 5-4)
- ☐ Current title commitment issued by a title insurance company authorized to do business in Texas, a title opinion letter from an attorney licensed to practice in Texas, or other acceptable proof of ownership identifying all persons having an owner interest in the property.
- ☐ (Residential Replat only) Provide notification labels in MS Word, formatted for printing on Avery 5160 labels.
- ☐ (Final Plat Only) HOA document (see Subdivision Ordinance Sec. 8.11). Fee for legal review will be collected prior to Planning & Zoning Commission meeting.
  - \*\* For plats associated with construction, verify with the City's staff engineer whether the project is ready for a final plat submission.



## TAX CERTIFICATE INFORMATION

Required at Submittal

# NOTICE

TAX CERTIFICATES ARE REQUIRED AT THE TIME OF APPLICATION SUBMITTAL  
AND CAN BE OBTAINED AT THE FOLLOWING LOCATIONS:

**McKinney:** 2300 Bloomdale Road  
McKinney, Texas 75071  
(972)547-5020  
972-424-1460 ext. 5020 (Metro)

**OR**

You may print the current City tax statement at:  
[www.co.collin.tx.us](http://www.co.collin.tx.us).

NOTE: DELINQUENT CITY TAXES WILL DELAY ACTION ON RECEIVING APPROVAL AND MAY LEAD TO DENIAL OF THE CASE.

NOTE: ONLY CITY TAX CERTIFICATES ARE REQUIRED AT SUBMITTAL.

NOTE: CITY TAX CERTIFICATES CAN BE OBTAINED AT COLLIN COUNTY OFFICE (McKINNEY) EVEN IF PROPERTY IS IN DENTON COUNTY.



# PLAT FILING PROCEDURES

**ALL PLATS ARE FILED BY THE PLANNING DIVISION. WHEN SUBMITTING PLATS FOR FILING, FOLLOW THESE GUIDELINES:**

## SUBMITTAL DEADLINE

**\*The plat will only be accepted if it is accompanied by the proper tax certificates and filing fees.**

**CONVEYANCE PLAT, REPLAT, FINAL PLAT** - Submit a complete set of materials no later than 4:30 PM the Tuesday, a week prior to the Planning & Zoning Commission meeting at which the plat will be scheduled to be approved. If for any reason this deadline cannot be met, contact the Planner assigned to the project to discuss an alternative deadline.

**AMENDING PLAT AND MINOR PLAT** - These plats can be approved administratively and do not need signatures from the Planning & Zoning Commission. Therefore, they should be submitted **prior** to the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month.

## MATERIALS REQUIRED

### 1. Copies of the Plat must show the following:

- ☐ All plats must have original signatures.
- ☐ All signatures must be notarized.
- ☐ All seals and stamps must be legible – without smudges.
- ☐ Fill in all blanks for dates and signatures.
- ☐ Certification and Dedication by owner (addition name in dedication and title block must be the same).
- ☐ Certification by a Registered Professional Land Surveyor.
- ☐ Certification and approval by the city (if within the city's ETJ).
- ☐ Signatures must be original and names must be printed under each signature. If the owner is a company, that company name must be above the signature and the authorized person to sign must also include their title.
- ☐ Signatures must be acknowledged. Notary's name must be printed under each signature. Notary's seal must be affixed and legible, and the notary expiration date must be shown.
- ☐ Seal must be affixed by whoever approves the plat, whether it is the city or the county, as well as the surveyor and notary.

- ☐ Tax Certificates from each taxing entity (signed, and sealed from County Tax Office).
- ☐ Additional copies may be submitted if the client desires to retain an original copy.

#### **Collin County**

- ☐ One (1) 24"x36" black-line on paper or mylar

#### **Denton County**

- ☐ One (1) 24"x36" black-line on paper

#### **City of Frisco**

- ☐ One (1) 24"x36" mylar for Development Services
- ☐ One (1) 24"x36" mylar for Engineering Services (This copy is not needed for a project that is not tied to a construction set. Mylar's typically are not needed for Conveyance Plats. Contact the Planner assigned to the project, if clarification is needed.)





## PLAT FILING PROCEDURES

### 2. Tax Certificates

- ☐ All tax certificates must be originals issued by the taxing entity
- ☐ If the property being platted contains more than one lot or tract, provide the tax certificates for each lot or tract

#### Collin County

- ☐ Collin County will need a tax certificates from Collin County showing County, City, College and Frisco ISD taxes.
- ☐ Collin County will not accept tax certificates more than 30 days old.
- ☐ Collin County will not accept tax certificates that show a balance due, except for when taxes are due for the next year.

#### Denton County

- ☐ Denton County will need a tax certificates from Denton County showing county taxes, and from Collin County showing City and Frisco ISD taxes.
- ☐ Denton County will not accept tax certificates more than 90 days old.
- ☐ Denton County will not accept tax certificates that show a balance due, even for taxes due the next year.

#### Locations to acquire tax certificates

**Collin County Tax Office**  
2300 Bloomdale Road #2104  
McKinney, TX 75071  
(972) 548-4185

**Denton County Tax Office**  
1505 East McKinney Street  
Denton, TX 76209  
(940) 349-3500

### 3. Filing Fees

- ☐ Payment is required with either a check (Checks made out to either **Collin County Clerk** or **Denton County Clerk**) or cash.
- ☐ Personal checks are not accepted.
- ☐ Collin County requires a check to have the **driver's license number with expiration date** of the person who signed the check and contact **phone number**.

#### Collin County

Single Sheet Plats	
1 <sup>st</sup> Plat	\$27
2 <sup>nd</sup> Plat	No charge
3 <sup>rd</sup> Plat and each Additional Plat	\$0.50 per sheet
Tax Certificates (ISD and County/College/City)	\$2.00 per tax certificate
Multiple Sheet Plats	
1 <sup>st</sup> Plat Set	Sheet 1 - \$27 Sheet 2, etc - \$10 per sheet
2 <sup>nd</sup> Plat Set	No charge
3 <sup>rd</sup> Plat set and each Additional Plat set	\$0.50 per sheet
Tax Certificates (ISD and County/College/City)	\$2.00 per tax certificate

#### Denton County

Single & Multiple Sheet Plats	
1 <sup>st</sup> Plat	\$50 per page
2 <sup>nd</sup> Plat Set	No charge
3 <sup>rd</sup> Plat Set	No charge
4 <sup>th</sup> Plat Set and Each Additional Plat Set	\$0.25 per sheet
Tax Certificates (FISD, Denton County, City)	No charge



### PLAT FILING SCHEDULE

After plats are submitted with the required tax certificates and fees, they are reviewed by the Planner assigned to that case. If the plats are acceptable, they are taken to the next available Planning & Zoning Commission to be signed. After this meeting, they are signed by the City Secretary and then taken to the appropriate County to be filed. Plat filing typically occurs the Friday following the Planning & Zoning Commission meeting unless there is a holiday or conflict. If this is the case, the plat will be filed at the next available opportunity.

### NOTIFICATION OF FILED PLAT

An email with a PDF of the recorded plat is sent to the applicant's representative. If extra copies were filed for the applicant, they will be available for pick up for one week on the 3<sup>rd</sup> floor of City Hall in the Development Services' Department.

# STREET NAME APPROVAL CRITERIA

## PROPOSED STREET NAMES SHALL BE SUBMITTED IN A WORD DOCUMENT (.doc or .docx) TO THE DEVELOPMENT SERVICES DEPARTMENT AS PART OF THE SUBMITTAL FOR PRELIMINARY PLAT.

The number of proposed street names shall exceed the number of proposed streets within the development. The list of street names shall be in **alphabetical order**, with suffixes (Drive, Street, Road etc). Should additional proposed street names be required, additional names may be requested by email.

Applicants are encouraged to use themes for their subdivisions. Interior streets shall use suffix designations such as Drive, Street, Lane, Trail or Road. Collector streets and major thoroughfares shall use suffixes including but not limited to Parkway, Boulevard, or Highway. The suffix "Way" shall be limited to use for platted public ways not dedicated streets. All public ways platted shall have approved street names including "Way" (Example: "Mateo Way").

A street name change must be used in locations where large curvature accrues as directed by the City. At no point shall a street have two intersections with any other single street. This is to avoid two northwest corners of the same streets.

The city will review the requested street names and issue an approval letter for acceptable street names to the owner's representative. The representative shall then place the approved names on the preliminary plat for re-submittal.

The approved street names will be **placed on a reserved list for two years**. The reserved list shall specify the subdivision and phase, when possible, for which the street names are reserved. The street names will be removed from the list on the last day of the expiration month. Street names become official when the final plat is recorded at Collin/Denton County.

A **copy of the City issued approval letter and the approved preliminary plat** shall accompany the submittal of the final plat. Failure to submit the City issued approval letter shall result in the submittal being deemed incomplete and unacceptable.

The City of Frisco reserves right to reject, replace, or reconfigure any street name on any plat prior to filing at the applicant's expense.

## STREET NAMES WILL BE REJECTED FOR THE FOLLOWING:

- Street already exists on approved/ reserved list.
- Numbers such as 1, 2, 3 are included in the name.
- Name is a sound alike with an existing/reserved street name.
- Existing street name with a different suffix (Example Preston Road and Preston Drive).
- Alternate spelling for existing/reserved street name (Example: Teel and Teal).
- Names using direction such as Southwood Drive.
- Using surnames, unless to honor local, state, or federal dignitaries, as approved by City Council.
- Multiple-word street names of over three names, including suffix.
- Names beginning with single letter (Example: M. Division Drive).
- Combination names of existing/reserved streets (Example: Preston-Warren Parkway).
- A suffix being part of the street name (Example: Preston Trail Drive).
- All names should be common in the English language to avoid difficulties in communication to emergency services.
- More than 7 other streets begin with the same first syllable.
- A street name shall be limited to sixteen (16) characters, not including the suffix. A street name shall either consist of one word no longer than sixteen (16) letters or two words separated by one space where the two words have no more than fifteen (15) letters combined (Examples: Parliamentarians Drive and Enchanted Meadow Drive).

A **current list of reserved and approved street names** is available on the City's web site:  
[www.FriscoTexas.gov/Departments/PlanningDevelopment/Planning/Documents/STREETS.pdf](http://www.FriscoTexas.gov/Departments/PlanningDevelopment/Planning/Documents/STREETS.pdf)



## PUBLIC HEARING PRESENTATION NOTICE

# NOTICE

All presentation of graphics before the Planning & Zoning Commission and City Council must utilize Microsoft PowerPoint\*. PowerPoint presentations should be brief, to the point, and used primarily for illustrative purposes only.  
**No boards, rolled graphics, or handouts will be allowed at public meetings.**

**Please let your planner know if you plan to present a PowerPoint presentation.**  
A CD, DVD, or e-mail with your presentation must arrive at the Development Services Customer Service Desk no later than 5:00 pm on the Thursday prior to the applicable meeting.

If you have any questions about this policy  
please contact Development Services at (972) 292-5300.

Your cooperation is appreciated.

\*Note: If your organization uses a program other than Microsoft PowerPoint, please contact the Audio/Visual department at (972) 292-5076 or [AV@friscotexas.gov](mailto:AV@friscotexas.gov) to ensure compatibility.



# ANNEXATIONS



# ANNEXATION APPLICATION

NOTE: ALL BLANKS MUST BE FILLED IN

PROPERTY DESCRIPTION: \_\_\_\_\_

Survey Name and Abstract No.: \_\_\_\_\_

Tract Number(s): \_\_\_\_\_ Number of Acres: \_\_\_\_\_

Number of People Living on Each Tract of Land (attach an additional sheet if necessary): \_\_\_\_\_

Current Land Use: \_\_\_\_\_

Are there structures on the property? If yes, provide size and dimensions of structures: \_\_\_\_\_

## SUBMITTAL REQUIREMENTS

- q Application
- q Application Fee - \$200.00
- q Metes and bounds description of the property with a graphic exhibit. The metes and bounds description and the graphic exhibit must contain an original seal and signature of a registered professional land surveyor and shall be on an 8½" x 11" sheet of paper.
- q Original consolidated City tax certificates for all projects – electronic form from [www.co.collin.tx.us](http://www.co.collin.tx.us) is acceptable.
- q List of all contacts affiliated with the project
- q An exhibit depicting the location of the property in location to the nearest existing or future major thoroughfare north, south, east, and west of the property.
- q The metes and bounds descriptions and exhibits shall also be provided on a CD in Word or PDF format.

## INFORMATION AND COPYRIGHT RELEASES

By signing below, I agree that the City of Frisco (the "City") is authorized and permitted to provide information contained within this application, including the email address, to the public. The City is also authorized and permitted to reproduce any copyrighted information submitted in connection with the application, if such reproduction is associated with the application in response to a Public Information Request.

Owner's Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

STATE OF TEXAS                    )  
COUNTY OF \_\_\_\_\_ )

BEFORE ME, a Notary Public, on this day personally appeared \_\_\_\_\_ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this application; that all information submitted herein is true and correct."

\_\_\_\_\_  
Owner, Applicant, or Representative

SUBSCRIBED AND SWORN TO before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_. My Commission expires \_\_\_\_\_.

\_\_\_\_\_  
Notary Public in & for the State of Texas

## OFFICE USE ONLY

Project Description: \_\_\_\_\_

\_\_\_\_\_  
NU# \_\_\_\_\_

This application meets the Development Services' requirements for processing

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date



# ZONING



# ZONING REQUEST CHECKLIST

## PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

\*NOTE: This checklist is not all-inclusive of all City ordinances and standards.

### GENERAL

- Legal description (metes and bounds) of the area within the zoning request. The legal description shall extend to the centerline of adjacent thoroughfares and creeks. Submit one (1) hard copy (8 ½ x 11) of the legal description, titled as "Exhibit A: for Z \_\_\_\_\_", signed & sealed by a surveyor. (City Project number provided by staff at time of submittal)
- The addresses of the applicant, the property owner, and all other property owners within 200 feet of the site shall be submitted.
- Traffic Impact Analysis may be required (see TIA criteria in the Engineering Standards).
- The metes and bounds description and all exhibits shall be provided on a CD. (Metes and bounds in Word and exhibits in PDF format.)
- A meeting with the Homeowners' Association and the project Planner is required prior to scheduling the public hearing for the Planning & Zoning Commission. Schedule meeting with project Planner.

### ENGINEERING

- Existing and proposed FEMA 100-year floodplain with elevation. Include finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: "no floodplain exists on the site"
- Proposed reclamation of floodplain area(s), if applicable, with acreage
- Existing or proposed easements (utility, drainage, visibility and maintenance, etc...)

### TRAFFIC

- Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with approximate dimensions
- If the zoning exhibit contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
- Distances (measured edge to edge) between existing and proposed driveways and streets

### EXHIBIT A

- Title block located in lower right corner (titled as "Exhibit A: for Z \_\_\_\_\_") with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- Names, addresses, and phone numbers of owner, applicant, and surveyor
- North arrow, scale, and location/vicinity map
- Legend, if abbreviations or symbols are used
- A site data summary table may be necessary (review with planning dept. prior to submitting)
- Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street
- Adjacent Property within 200 feet – subdivision name, owner's name and recording information, land use, and zoning
- Natural features including tree masses, drainage ways, and creeks
- Existing topography at five (5) foot contours or less
- Assignment of use to specific areas within the plan
- Existing and requested zoning boundary lines
- Potential residential density if proposed zoning is for residential districts (exclude major thoroughfares from density calculations)
- Proposed dedications and reservations of land for public use including but not limited to: rights-of-way, easements, park land, open space, drainage ways, floodplains and facility sites
- Phases of development, including delineation of areas, building sites, land use and other improvements to be constructed in independent phases
- Additional information as requested by Planning & Zoning Commission, City Council, or staff to clarify the proposed development and compliance with minimum development requirements (i.e. TIA)

Preparer's Name: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_





# SPECIFIC USE PERMIT (SUP) REQUEST CHECKLIST

## PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

\*NOTE: This checklist is not all-inclusive of all City ordinances and standards.

### GENERAL

- Legal description (metes and bounds) of the area within the SUP request, whether it is the entire property, located in a multi-tenant building or will occupy a portion of the property. Submit one (1) hard copy (8 ½ x 11) of the legal description, titled as "Exhibit A: SUP", signed & sealed by a surveyor. (City Project number provided by staff at time of submittal)
- The addresses of the applicant, the property owner, and all other property owners within 200 feet of the site shall be submitted.
- Traffic Impact Analysis may be required (see TIA criteria in the Engineering Standards).
- The metes and bounds description and all exhibits shall be provided on a CD. (Metes and bounds in Word and exhibits in PDF format.)
- A meeting with the Homeowners' Association and the project Planner is required prior to scheduling the public hearing for the Planning & Zoning Commission. Schedule meeting with project Planner.

### EXHIBIT A

- Title block located in lower right corner (titled as "Exhibit A: SUP \_\_\_\_\_") with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- Names, addresses, and phone numbers of owner, applicant, and surveyor
- North arrow, scale, location/vicinity map, and legend, if abbreviations or symbols are used
- Property boundary and dimensions
- Adjacent Property within 200 feet - subdivision name, owner's name and recording information, land use, and zoning
- Existing and requested zoning boundary lines
- Total gross and net acreage of existing and requested zoning
- Location of existing rights-of-way and easements (utility, floodway and drainage, access, etc...)
- Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
- Distances to nearest cross streets
- Topography at two (2) foot contours or less
- q Existing and proposed FEMA 100-year floodplain areas, or a note that no floodplain exists on the property

### EXHIBIT B

- Title block located in lower right hand corner (title as "Exhibit B: SUP \_\_\_\_\_") with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- See the Preliminary Site Plan Check List for Exhibit B requirements
- Add the following note, if applicable: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."

Preparer's Name: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_



# PLANNED DEVELOPMENT (PD) REQUEST CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

\*NOTE: This checklist is not all-inclusive of all City ordinances and standards.

## GENERAL

### ➤ **NOTE: MINIMUM NET ACREAGE FOR A PD IS FIFTEEN (15) ACRES.**

- ☐ Legal description (metes and bounds) of the total area, as well as any individual tracts within the PD request. The legal description shall extend to the centerline of adjacent thoroughfares and creeks. The applicant will submit one (1) hard copy (8 ½ x 11) of the legal description, titled as "Exhibit A: for Z\_\_\_\_\_", signed & sealed by a surveyor.
- ☐ The addresses of the applicant, the property owner, and all other property owners within 200 feet of the site shall be submitted.
- ☐ Traffic Impact Analysis may be required (see TIA criteria in the Engineering Standards).
- ☐ The metes and bounds description and all exhibits shall be provided on a CD. (Metes and bounds in Word and exhibits in PDF format.)
- ☐ Submit a statement that shows compliance with the City's Comprehensive Plan, Future Land Use Plan, Thoroughfare Plan, Hike & Bike Master Plan and a justification for alternate standards from zoning ordinance.
- ☐ A meeting with the Homeowners' Association and the project Planner is required prior to scheduling the public hearing for the Planning & Zoning Commission. Schedule meeting with project Planner.
- ☐ Detailed Tree Survey.

## EXHIBIT A

*(Submit 9 24"x36" copies—May be waived for PD Amendments or Requests that incorporate text only)*

- ☐ Title block located in lower right corner (titled "Exhibit A: for Z\_\_\_\_\_" ) with subdivision name, block and lot numbers, survey name and abstract number, and preparation date.
- ☐ Legal description (metes and bounds) of the total area within the PD request
- ☐ Names, addresses, and phone numbers of owner, applicant, and surveyor
- ☐ North arrow, scale, and location/vicinity map
- ☐ Legend, if abbreviations or symbols are used
- ☐ Property boundary and dimensions
- ☐ Adjacent Property within 200 feet - subdivision name, owner's name and recording information, land use, and zoning
- ☐ Existing and requested zoning boundary lines
- ☐ Total gross and net acreage of existing and requested zoning
- ☐ Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations)
- ☐ Location of existing rights-of-way and utility easements
- ☐ Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
- ☐ Topography at five (5) foot contours or less
- ☐ Existing and proposed FEMA 100-year floodplain areas, or a note that no floodplain exists on the property



## PD REQUEST CHECKLIST

### **EXHIBIT B**

*(Submit 9 24"x36" copies and 1 electronic copy)*

- ☐ Labeled "Exhibit B: Planned Development Standards"
- ☐ List of proposed standards for the PD. If different standards will be applied to different tracts within the PD, list proposed standards for all tracts separately, label each list of standards, and comparably label the corresponding tracts on the zoning exhibit (Exhibit A). Provide justification for and/or explanation of need for alternative standards.
- ☐ If exhibit contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined on final plat."
- ☐ Submit proposed PD standards on separate 8 ½ x 11 sheets
- ☐ Form Based Codes Standards – Provide a statement of compliance with Form Based Codes Standards or submit request for waivers.

### **EXHIBIT C**

*(Submit 9 24"x36" copies—May be waived for PD Amendments or Requests that incorporate text only)*

- ☐ Label "Exhibit C: for Z\_\_\_\_\_"
- ☐ Use the Zoning Exhibit Check List found in the development packet for the PD plan requirements
- ☐ Residential Planned Development: In addition to items on the Zoning Exhibit Check List, provide PD boundary lines; general land use; existing and proposed streets, alleys and easements; thoroughfares; and preliminary lot arrangements
- ☐ Non-residential Planned Development: In addition to items on the Zoning Exhibit Check List, provide PD boundary lines; types of uses; topography and physical features of the site; screening; existing and proposed streets, alleys, fire lanes, and easements; location of future public facilities; proposed ingress and egress; landscaped areas; size, type, height, and location of buildings; building sites; density; and parking areas with ratios
- ☐ Mixed Use Planned Development: In addition to items on the Zoning Exhibit Check List, provide PD boundary lines; site plan with proposed building complexes showing location of separate buildings, the minimum distance between buildings and between building and property lines; street lines; and alley lines. Arrangement and provision of off-street parking, size and location for ingress and egress to all uses

Preparer's Name: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_



# ZONING SIGN CRITERIA

IF YOU HAVE ANY QUESTIONS, PLEASE CALL (972) 292-5300

A zoning sign is a sign erected on the property requested to publicize a Zoning Change or a Specific Use Permit. The number of signs and the placement of signs shall be determined at the time of First Review Comments for the zoning and/or Specific Use Permit case. It is the responsibility of the owner/project representative to contact Development Services Department to verify the number and location of signs needed.

Property owners/applicants may use any sign company to meet zoning sign criteria. To order zoning signs, the applicant should contact a sign company; the sign company will install the zoning sign(s) in the Planner designated location(s).

## ADHERE TO THE FOLLOWING INSTRUCTIONS:

### SIGNS DESIGN

- Signs shall be four (4) feet by four (4) feet.
- The sign shall be constructed in accordance with the City's design standards for zoning signs.
  - a. Two (2) sided ten (10) millimeter Coroplast sign or other material of equivalent strength and durability.
  - b. Lettering on both sides of the sign.
  - c. Metal or wood posts shall be used.
- The signs shall comply with the layout and dimensions on the attached Zoning Sign Design Diagram.

### PLACEMENT

- The sign shall be placed in a location visible from all streets adjacent to the property included in the request.
- One (1) sign shall be erected adjacent to each street frontage of the property.
- Signs shall be located no greater than twenty (20) feet from the front property line, and shall be a minimum of two (2) feet off the ground, unless otherwise directed by the Director of Development Services or his/her designee.
- Sign shall be placed perpendicular to the roadway to enable reading from both sides.

### PROOF OF POSTING

- The property owner or his/her representative shall **erect the sign on the property fourteen (14) days prior to the first public hearing** scheduled to discuss the zoning and/or Specific Use Permit case applicable.
- The property owner is be responsible for maintaining the sign on the property throughout the entire review process.
- The property owner or his/her representative must **provide verification** with a photograph that the zoning and/or specific use permit sign is in place one (1) week prior to the scheduled Planning & Zoning Commission meeting date.

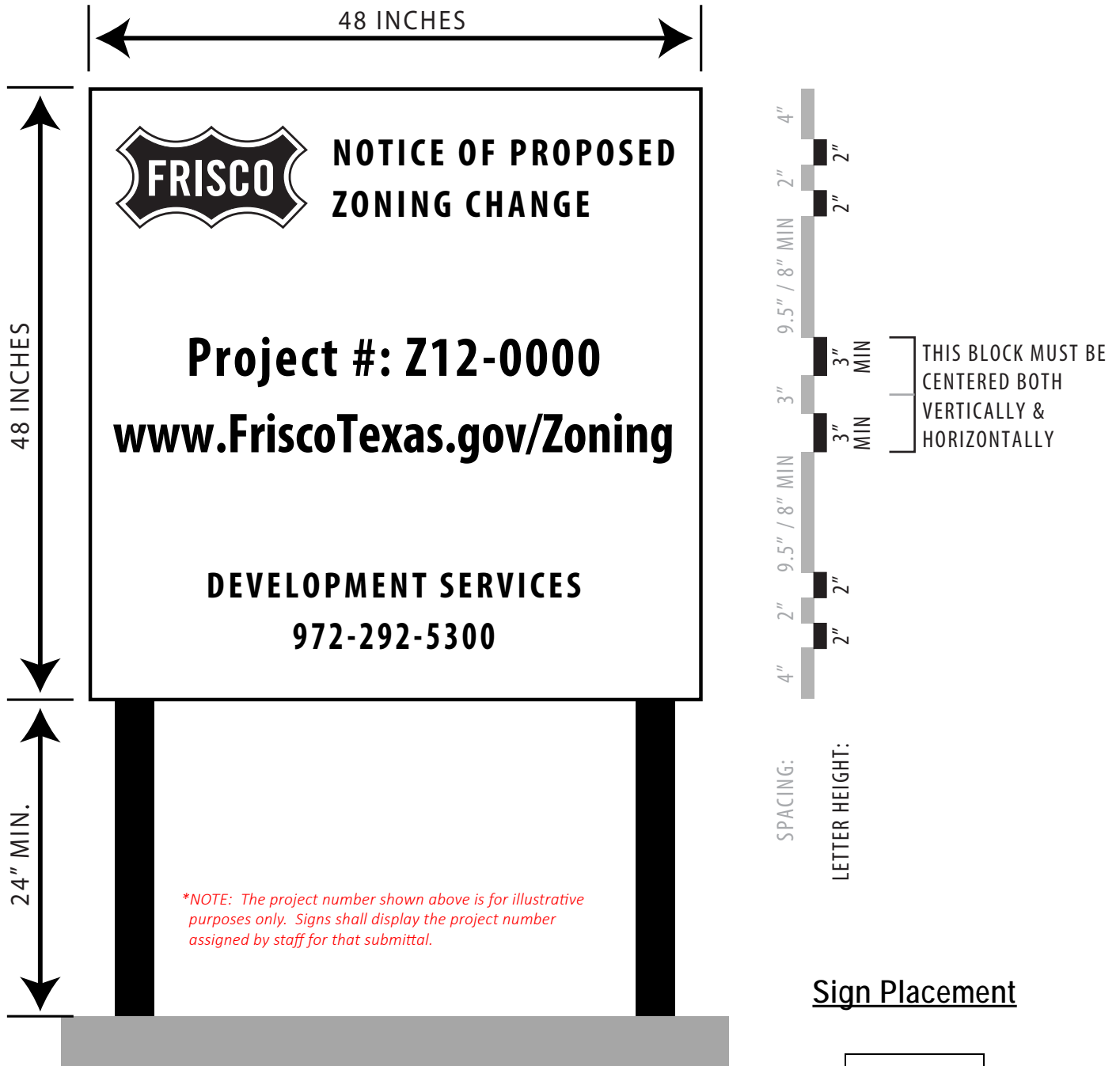
### REMOVAL OF SIGNS

- The property owner or his/her representative must remove the sign within three (3) calendar days:
  - a. after the City Council's approval of the ordinance rezoning the property;
  - b. after the Planning & Zoning Commission denies the request, unless an appeal to the City Council is made; or
  - c. after the City Council denies the zoning request.

**NOTE: Violations of the sign ordinance will result in fines to the property owner and may delay the request for zoning or Specific Use Permit.**

# ZONING SIGN DESIGN DIAGRAM

IF YOU HAVE ANY QUESTIONS, PLEASE CALL (972) 292-5300



## Logo Size & Placement



Reproduce Logo at 8" x 15" in Black & White  
3" top margin  
2" left & right margins

## Sign Placement





# DEVELOPMENT



# NON-RESIDENTIAL PLANS DEVELOPMENT REVIEW CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

\* This checklist is not all-inclusive of all City ordinances and standards.

## PROPERTY INFORMATION

Project Name: \_\_\_\_\_ Pre-Submittal Meeting Date: \_\_\_\_\_  
Location: \_\_\_\_\_ Type of Plan: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_ Proposed Zoning (if applicable): \_\_\_\_\_  
Development Agreement Name / Ordinance #, if applicable: \_\_\_\_\_

## ZONING ORDINANCE REQUIREMENTS

[www.FriscoTexas.gov/Departments/PlanningDevelopment/Planning/Pages/ZoningOrdinance.aspx](http://www.FriscoTexas.gov/Departments/PlanningDevelopment/Planning/Pages/ZoningOrdinance.aspx).

## DEVELOPMENT STANDARDS (§2.06)

Setbacks: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_  
Lot Size: Depth: \_\_\_\_\_ Width: \_\_\_\_\_ Area: \_\_\_\_\_  
Building Height: \_\_\_\_\_ Stories: \_\_\_\_\_ FAR: \_\_\_\_\_ Lot Coverage: \_\_\_\_\_ %

## LAND USE (§3.02)

Proposed Land Use: \_\_\_\_\_  
☐ Yes ☐ No Land Use Permitted in Zoning District?  
☐ Yes ☐ No Land Use Permitted in Overlay District?  
☐ Yes ☐ No Meets all Conditional Development Standards?  
☐ Yes ☐ No Special/Overlay District: ☐ Preston Road ☐ Tollway  
☐ Yes ☐ No Gas pumps proposed on property?  
☐ Yes ☐ No If Yes, Are the gas pump requirements met?  
☐ Yes ☐ No Any single tenant retail buildings over 70,000 sq. ft. (Big Box) proposed?  
☐ Yes ☐ No If Yes, has a Specific Use Permit been granted for a Big Box?

## ORIGINAL TOWN COMMERCIAL (§2.04.04 & §9.06)

☐ Yes ☐ No For OTC, are the Downtown Architectural Design Standards met?  
☐ Yes ☐ No Façade Plan and Documentation Pictures Submitted?

## PROJECTS LOCATED IN THE PRESTON ROAD OVERLAY DISTRICT (§2.05.04)

Sub-District: \_\_\_\_\_  
☐ Yes ☐ No Does use conform to Conditional Development Standards?  
☐ Yes ☐ No All Landscape Requirements met?  
☐ Yes ☐ No Is the 7% Open Space requirement met?  
☐ Yes ☐ No Do all buildings meet the Exterior Appearance of Buildings and Building Material and Color requirements?  
☐ Yes ☐ No All driveway and parking requirements met?  
☐ Yes ☐ No Is a slip road required? ☐ Yes ☐ No If Yes, Is a slip road provided?  
☐ Yes ☐ No All service areas, loading areas, and outdoor storage requirements met?  
☐ Yes ☐ No Streetscape Elements provided?  
☐ Yes ☐ No All Sub-District requirements met?  
☐ Yes ☐ No Has a façade plan and sample board been provided?



## NON-RESIDENTIAL PLANS – DEVELOPMENT REVIEW CHECKLIST

### PROJECTS LOCATED IN THE TOLLWAY OVERLAY DISTRICT ([§2.05.05](#))

Sub-District: \_\_\_\_\_

- ☐ Yes ☐ No Does use conform to Conditional Development Standards?  
☐ Yes ☐ No All Landscape Requirements met?  
☐ Yes ☐ No Is the 7% Open Space requirement met?  
☐ Yes ☐ No Do all buildings meet the Exterior Appearance of Buildings requirements?  
☐ Yes ☐ No All driveway and parking requirements met?  
☐ Yes ☐ No All Screening Criteria for Utilities and Service Facilities met?  
☐ Yes ☐ No All Sub-District\* requirements met?

*\*for the Historic Sub-District, refer to the OTC-Original Town Commercial district ([§2.04.04](#))*

- ☐ Yes ☐ No Has a façade plan and sample board been provided?

### PARKING AND CIRCULATION ([§4.04](#))

Parking Spaces Required: \_\_\_\_\_ (Ratio \_\_\_\_ : \_\_\_\_\_)

Spaces Provided: \_\_\_\_\_

Dimension of Spaces: \_\_\_\_\_

- ☐ Yes ☐ No Wheel Stops Used?  
☐ Yes ☐ No Loading Spaces provided (50,000 square feet or more)?  
☐ Yes ☐ No Does use require stacking? Type/Feet/Spaces Required: \_\_\_\_\_  
☐ Yes ☐ No Escape lane provided for Drive-thru?  
☐ Yes ☐ No Is shared parking or an offsite parking easement being utilized?  
☐ Yes ☐ No All drive aisles in front of buildings under 300 feet long?  
If No, traffic calming, a 30-foot offset must be provided.  
☐ Yes ☐ No Cross access provided to adjacent properties?  
☐ Yes ☐ No Is the property adjacent to residential property?  
☐ Yes ☐ No Have the plans been coordinated with plans on adjacent properties?  
☐ Yes ☐ No Is a traffic impact analysis required for this development?

### SCREENING ([§4.03](#))

- ☐ Yes ☐ No Screening Required? Type (circle one): B1 B2 B3 B4 B5  
☐ Yes ☐ No Grade Changes (Nonresidential Zoning to Residential Zoning)?

If yes, please explain and provide resolution for site: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- ☐ Yes ☐ No Other Types:

☐ Loading Area

☐ Open Storage

☐ Other: \_\_\_\_\_

☐ Dumpsters

☐ Mechanical Equipment

### LIGHTING ([§4.05](#))

- ☐ Yes ☐ No Lighting requirements met?

### MAJOR CREEK ([§4.07.14](#))

- ☐ Yes ☐ No Is the property adjacent to a major creek?  
☐ Yes ☐ No If yes, are requirements for development adjacent to a major creek met?





## NON-RESIDENTIAL PLANS – DEVELOPMENT REVIEW CHECKLIST

### NONRESIDENTIAL DESIGN STANDARDS ([§4.08](#))

Acreage: \_\_\_\_\_

- ☐ Yes ☐ No Do all buildings meet the “Exterior Appearance of Buildings” requirements?  
☐ Yes ☐ No Pad Site Requirements met? # of Pad Sites: \_\_\_\_  
☐ Yes ☐ No Has a façade plan and sample board been provided?  
☐ Yes ☐ No Is a tree survey required?

### LANDSCAPE ([§4.02](#))

- Street Frontage Landscape Area type (circle one): S1 S2 S3 S4  
Water Resource Zone (circle one): Z1 Z2  
Façade Landscape Area (circle one): F1 F2  
☐ Yes ☐ No All Landscape Requirements met?

### OPEN SPACE ([§4.13.03](#))

- ☐ Yes ☐ No Is the 7% Open Space requirement met?

## SUBDIVISION ORDINANCE REQUIREMENTS

[www.FriscoTexas.gov/Departments/PlanningDevelopment/Planning/Pages/SubdivisionOrdinance.aspx](http://www.FriscoTexas.gov/Departments/PlanningDevelopment/Planning/Pages/SubdivisionOrdinance.aspx)

- ☐ Yes ☐ No Are all plans in compliance with the Subdivision Ordinance?  
If they are not in compliance, please explain why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
☐ Yes ☐ No Is the hike-and-bike trail delineated according to the [Hike & Bike Trail Master Plan](#)?

I HEREBY CERTIFY THAT ALL OF THE ABOVE REQUIREMENTS HAVE BEEN MET IN THE PLANS SUBMITTED.

\_\_\_\_\_  
Name of Owner or Project Representative (please print)

\_\_\_\_\_  
Signature of Owner or Project Representative

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-Mail Address



# RESIDENTIAL PLANS DEVELOPMENT REVIEW CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

\* This checklist is not all-inclusive of all City ordinances and standards.

## PROPERTY INFORMATION

Pre-Submittal Meeting Date: \_\_\_\_\_  
Project Name: \_\_\_\_\_ Type of Plan: \_\_\_\_\_  
Location: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_ Proposed Zoning (if applicable): \_\_\_\_\_  
Development Agreement Name / Ordinance #, if applicable: \_\_\_\_\_

## ZONING ORDINANCE REQUIREMENTS

[www.FriscoTexas.gov/Departments/PlanningDevelopment/Planning/Pages/ZoningOrdinance.aspx](http://www.FriscoTexas.gov/Departments/PlanningDevelopment/Planning/Pages/ZoningOrdinance.aspx)

## RESIDENTIAL ZONING DISTRICTS (§2.03)

Proposed Residential Type: \_\_\_\_\_  
☐ Yes ☐ No Private Streets? SUP Acquired or by PD? \_\_\_\_\_  
☐ Yes ☐ No Is a traffic impact analysis required for this development?

## ORIGINAL TOWN RESIDENTIAL (§2.04.04 & §9.06)

Architectural Vernacular: \_\_\_\_\_  
☐ Yes ☐ No For OTR, are the Downtown Architectural Design Standards met?  
☐ Yes ☐ No Façade Plan and Documentation Pictures Submitted?

## DEVELOPMENT STANDARDS (§2.06)

Setbacks: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_  
Lot Size: Depth: \_\_\_\_\_ Width: \_\_\_\_\_ Area: \_\_\_\_\_  
Building Height: \_\_\_\_\_ Stories: \_\_\_\_\_ MF/TH FAR: \_\_\_\_\_ Lot Coverage: \_\_\_\_\_ %  
Open Space Requirement: \_\_\_\_\_

## SCREENING (§4.03)

☐ Yes ☐ No Screening Required? Type (circle one): B1 B2 B3 B4 B5  
☐ Yes ☐ No Grade Changes (Multifamily adjacent to Single Family)?  
If yes, please explain and provide resolution for site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
☐ Yes ☐ No Other Types (Multifamily only): ☐ Loading Area ☐ Dumpsters  
☐ Open Storage ☐ Mechanical Equipment ☐ Other: \_\_\_\_\_

## RESIDENTIAL CLUSTER DEVELOPMENT OPTION (§4.10)

☐ Yes ☐ No Is this being developed according to Alternative Subdivision Design?

## MAJOR CREEK (§4.07.14 and §4.07.15)

☐ Yes ☐ No Is the property adjacent to a major creek?  
☐ Yes ☐ No If yes, are requirements for development adjacent to a major creek met?  
☐ Yes ☐ No Is a density bonus being requested for preserving land adjacent to a major creek?



## RESIDENTIAL PLANS – DEVELOPMENT REVIEW CHECKLIST

### SUBDIVISION ORDINANCE REQUIREMENTS

[www.FriscoTexas.gov/Departments/PlanningDevelopment/Planning/Pages/SubdivisionOrdinance.aspx](http://www.FriscoTexas.gov/Departments/PlanningDevelopment/Planning/Pages/SubdivisionOrdinance.aspx)

Streets/ROW Widths: \_\_\_\_\_

- ☐ Yes   ☐ No   Are you currently meeting curve requirements?  
☐ Yes   ☐ No   Are all streets intersecting at 90-degree angles?  
☐ Yes   ☐ No   Street alignment/offset requirements met?  
☐ Yes   ☐ No   Street names approved?   ☐ Yes   ☐ No   Are all streets and alleys labeled?  
☐ Yes   ☐ No   Are all common areas and any private maintenance dedicated to the HOA?  
☐ Yes   ☐ No   Is there appropriate access to major thoroughfares and the overall street system?  
☐ Yes   ☐ No   Is a Fire Lane Easement required/provided? (Townhomes, Multifamily only)  
☐ Yes   ☐ No   Are connections provided to adjacent non-residential zoning?  
  
☐ Yes   ☐ No   **Are all lots buildable?**  
☐ Yes   ☐ No   Are any lots facing or fronting on major streets?  
☐ Yes   ☐ No   Are all lots meeting frontage requirements?  
☐ Yes   ☐ No   Each Block labeled?   ☐ Yes   ☐ No   Lots numbered consecutively?  
☐ Yes   ☐ No   Distance requirements met for lots facing a street intersecting a thoroughfare or fronting on a collector street?  
  
☐ Yes   ☐ No   **Are requirements for street lengths met?**  
☐ Yes   ☐ No   Do any blocks exceed 1,200 feet in length?   ☐ Yes   ☐ No   Two tiers of lots per block?  
☐ Yes   ☐ No   All front building lines and side building lines adjacent to alleys/streets labeled?  
☐ Yes   ☐ No   Is a lot detail provided for each lot type within the subdivision?  
☐ Yes   ☐ No   Has the City waived alleys?  
☐ Yes   ☐ No   Are all easements labeled?  
  
☐ Yes   ☐ No   **Is there floodplain on the site?**   ☐ Yes   ☐ No   100-Year Floodplain delineated on plat?  
☐ Yes   ☐ No   Is access provided to the floodplain?   ☐ Yes   ☐ No   FFE provided for adjacent lots?  
☐ Yes   ☐ No   Are criteria for residential development along major creeks being met?  
☐ Yes   ☐ No   Are wetland delineation, habitat study, and vegetative study included with plat?  
☐ Yes   ☐ No   Is a minimum 50-foot ROW on streets adjacent to 100-year floodplain?  
  
☐ Yes   ☐ No   **Is the hike-and-bike trail delineated according to the [Hike & Bike Trail Master Plan](#)?**  
☐ Yes   ☐ No   Are parks easy to access and open to public view?  
☐ Yes   ☐ No   Park, School, or Public Land Dedication required?

What thoroughfare screening option is being applied to the subdivision? \_\_\_\_\_

- ☐ Yes   ☐ No   Are screening details and landscape plans provided?  
☐ Yes   ☐ No   Are screening, landscape detail, and wall maintenance easements clearly delineated?

I HEREBY CERTIFY THAT ALL OF THE ABOVE REQUIREMENTS HAVE BEEN MET IN THE PLANS SUBMITTED.

\_\_\_\_\_  
Name of Owner or Project Representative (please print)

\_\_\_\_\_  
Signature of Owner or Project Representative

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-Mail Address



# CONVEYANCE PLAT CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

\* This checklist is not all-inclusive of all City ordinances and standards.

## GENERAL

- Collin County property – Provide a 2" x 4" square in the lower right corner of each sheet for the filing information.
- Denton County property – Provide a 3" x 3" square in the lower right corner of each sheet for filing information.
- Title block located in lower right corner, above the area for filing sticker, with subdivision name, Plat type (i.e. Conveyance Plat), block and lot numbers, survey name and abstract number, number of acres, preparation date, city, county and state, City Project Number (to be provided at time of submittal).
- Legend, if abbreviations or symbols are used
- Entity name, contact name, address and phone number for owner, applicant, and surveyor
- Location/vicinity map (do not use website maps, only single line drawings)
- North arrow and scale appropriate for the level of detail – multiple sheets may be required
- Legal (metes and bounds) description with total acreage. Ensure that the total acreage in the legal matches the title block.
- Property boundary drawn with "phantom" line type (---- - - ---- - - ----) with dimensions and bearings
- Lot dimensions in feet and hundredths of feet with bearings and angles to street and alley lines
- Lots and blocks with lot and block numbers
- Outline of all property offered for dedication for public use
- Bold the labels of any easements or rights-of-way being dedicated, abandoned or modified per the plat so that they stand out from the existing easements.
- Adjacent properties – subdivision name of platted properties or owner name of unplatted property with recording information
- Surveyor's certificate (signed and sealed) with notary block
- City approval signature block located on the right side of the page (See page 35)
- Certificate of ownership with notary block(s)
- On each lot, put the statement, "For Conveyance Purposes Only"
- Include any applicable notes as shown in the Plat Language sheet within the Development Application Handbook.

- List the following note on the plat: "Notice: A conveyance plat is a record of property approved by the City of Frisco, Texas, for the purpose of sale or conveyance in its entirety or interests thereon defined. No building permit shall be issued nor permanent public utility service provided until a final plat is approved, filed of record and public improvements accepted in accordance with the provisions of the Subdivision Ordinance of the City of Frisco. Selling a portion of this addition by metes and bounds is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits."

## ENGINEERING

- Locations, material, and size of all monuments
- Two opposing property corners in 3D coordinates
- FEMA 100-year floodplain with elevation. Include minimum finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: "no floodplain exists on the site"
- Utility Easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc... Provide all bearing and distance information on existing and proposed easements, including separate instruments. **Only easements where improvements exist or where improvements are proposed will be granted with a conveyance plat.**
- Dedication language for easements (fire lane, landscape, Visibility, Access and Maintenance, Public Way, access, drainage, and drainage and detention)
- Additional documents necessary for dedication or conveyance of easements or rights-of-way

## TRAFFIC

- Location of streets and alleys, right-of-way widths, and names of streets
- Dimension property to centerline of right-of-way.
- Right-of-way dedications in fee simple
- Filing information for all existing easements and rights-of-way
- Complete curve data (delta, length, radius, tangent, point of curve, point of reverse curve, and point of tangent) and bearings of all tangents

Preparer's Name: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_



# PRELIMINARY PLAT CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

\* This checklist is not all-inclusive of all City ordinances and standards.

GENERALLY, A PRELIMINARY PLAT IS ONLY NECESSARY WITH SINGLE FAMILY, TWO-FAMILY, AND TOWN HOME DEVELOPMENTS. A PRELIMINARY SITE PLAN MAY BE SUBMITTED INSTEAD OF A PRELIMINARY PLAT FOR A TOWN HOME DEVELOPMENT.

## GENERAL

- Title block located in lower right corner with subdivision name, Plat type (i.e. Preliminary Plat), block and lot numbers, survey name and abstract number, number of acres, preparation date, city, county and state, City Project Number (to be provided at time of submittal).
- Legend, if abbreviations or symbols are used
- Entity name, contact name, address and phone number for owner, applicant, and surveyor
- Location/vicinity map
- Overall phasing plan – show on a 24"x36" sheet proposed phasing lines and street connectivity to separate subdivision sections.
- North arrow and scale appropriate for the level of detail – multiple pages may be required
- Property boundary drawn with "phantom" line type (--- - - - -) with dimensions and bearings
- Legal (metes and bounds) description with total acreage
- Lot dimensions in feet with bearings and angles to street and alley lines
- Lots and blocks with lot and block numbers. Include a table of lot and block numbers with the square footage of each lot and the zoning designation of each lot (must be on a separate 8 ½ x 11 for the file)
- Building Lines (along streets)
- Location of existing buildings and structures
- Conceptual detail of proposed screening and landscaping (including location, ROW, materials, description, height, etc.)
- General arrangements of land use, park and school sites, public facilities, private open space, habitat restorations and floodplains
- Phasing lines and numbers
- Proposed densities (exclude major thoroughfares from density calculations)
- Outline of all property offered for dedication for public use
- Adjacent properties – land use, zoning, subdivision name, owner name of unplatted property, and recording information
- Bold the labels of any easements or rights-of-way being dedicated, abandoned or modified per the plat so that they stand out from the existing easements.
- Surveyor's certificate (signed and sealed) with notary block
- Certificate of ownership with notary block(s)
- Dedication language for easements (fire lane esmt, access esmt, landscape esmt, visibility, access and maintenance esmt, drainage esmt, and drainage and detention esmt).
- Note stating which zoning or planned development standards apply to the subdivision
- Typical Lot Detail showing all setbacks for all single family districts
- List the following note on the plat: "Notice: Selling a portion of this addition by metes and bounds is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits."
- List the following note on the plat: Placement of street trees shall not interfere with the placement of traffic control devices or visibility at intersections. Existing and future traffic control devices may require the removal or preclude the planting of street trees.
- Unless overridden by the PD (if one), add the following note on preliminary plats that do not have alleys: "Where a 'J-swing' garage is not utilized, the face of the garage shall be set back a minimum of 25 feet from the front property line."
- For plats that have alleys, add the following note: Where alleys are provided, all driveways shall access the alleys; no driveways may access streets.
- Add the following note: Development standards of this plat shall comply with Zoning Ord. 11-04-09 as amended.
- For a plat with a required landscape edge, add the following note: The required HOA Landscape Edge along (name the street) shall not be encumbered by any utilities.



## PRELIMINARY PLAT CHECKLIST

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- For any key lot, show front building setbacks on both rights-of-way, add a label/symbol to the lot referring to a note which will state, "Fencing restrictions apply to this key lot. Refer to the Zoning Ordinance."
- An exhibit to scale showing proposed development on colored aerial of the property
- Necessary offsite improvements (roads, drainage, fire lanes, median openings, etc...)
- In addition, the following plans shall be submitted with a preliminary plat application; approval is necessary prior to final authorization for development:
  - \_\_\_ Any necessary offsite easements (by plat or separate easement in accordance with the Subdivision Ordinance)
  - \_\_\_ Preliminary Drainage Plan
  - \_\_\_ Preliminary Utility Plan
  - \_\_\_ Landscape Plan Cross Section showing location of tree plantings along street, sidewalk, easements, right-of-way, etc.
  - \_\_\_ Screening Option proposal
  - \_\_\_ Detailed Tree Survey and Tree Preservation Plans

### ENGINEERING

- Existing and proposed utilities and easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc.
- Filing information for all existing easements and rights-of-way. Provide all bearing and distance information on existing easements, including separate instruments. Where property or easement extends into multiple counties, plats and separate instruments are to be filed in each county
- Length of all arcs, radii, internal angles, points of curvature, length, and bearings of all tangents
- Location of existing water courses, railroads, and other similar drainage and transportation features
- Existing and proposed FEMA 100-year floodplain and elevation. Include minimum finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: "no floodplain exists on the site." A floodplain reclamation study will be required with the final plat if necessary
- Existing and proposed topography at two (2) foot contours or less, including drainage channels and creeks
- Locations, material, and size of all monuments

### TRAFFIC

- Location and dimensions of existing and proposed streets and alleys with centerline design radii, medians, median openings, turn lanes with storage and transition dimensions, right-of-way widths, and names of proposed streets (submit letter requesting street name approval with application)
- If preliminary plat contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
- Dimension of property to centerline of right-of-way
- Typical Street Section Detail showing dimensions for paving section, parkway, street tree placement, and sidewalk.
- Right-of-way dedications

Preparer's Name: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_



# FINAL PLAT, REPLAT, MINOR PLAT, AMENDED PLAT, AND PLAT VACATION CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

\* This checklist is not all-inclusive of all City ordinances and standards.

## GENERAL

- ☐ **Collin County property** – Provide a 2” x 4” square in the lower right corner of each sheet for the filing information.
- Denton County property** – Provide a 3” x 3” square in the lower right corner of each sheet for filing information.
- ☐ Title block located in lower right corner, above the area for filing sticker, with subdivision name, plat type (e.g. Final Plat) block and lot numbers, survey name and abstract number, number of acres, preparation date, city, county and state, and City project number (to be provided at time of submittal).
- ☐ Legend, if abbreviations or symbols are used
- ☐ Entity name, contact name, address and phone number for owner, applicant, and surveyor and/or engineer.
- ☐ Location/vicinity map. (Use a single line drawing. Do not use website maps.)
- ☐ North arrow and scale appropriate for the level of detail – multiple sheets may be required
- ☐ Legal (metes and bounds) description with total acreage. Ensure that the total acreage in the legal matches the title block.
- ☐ Property boundary drawn with “phantom” line type (---- - - - ----) with dimensions and bearings
- ☐ Lot dimensions in feet and hundredths of feet with bearings and angles to street and alley lines
- ☐ List the following note on the plat: “Notice: Selling a portion of this addition by metes and bounds is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits.
- ☐ Adjacent properties – subdivision name of platted properties or owner name of unplatted property with recording information
- ☐ Dedication language for easements (fire lane, landscape, Visibility, Access and Maintenance, Public Way, access, drainage, and drainage and detention, etc.)
- ☐ Bold the labels of any easements or rights-of-way being dedicated, abandoned or modified per the plat so that they stand out from the existing easements.
- ☐ Outline of all property offered for dedication for public use
- ☐ Surveyor’s certificate (signed and sealed) with notary block
- ☐ City approval signature block located on the right side of the page (See page 42)

- ☐ Certificate of ownership with notary block(s)
- ☐ Additional documents necessary for dedication or conveyance of easements or rights-of-way
- ☐ Include any applicable notes as shown in the Plat Language sheet within the Development Application Handbook.

## REQUIREMENTS FOR RESIDENTIAL PROPERTIES (SINGLE FAMILY, TWO FAMILY, TOWNHOME & MULTIFAMILY)

- ☐ Provide a letter-size exhibit of a table of lot and block numbers with the square footage of each lot. (Not required for Multifamily)
- ☐ Show building Lines along street (single family, two family, townhome and multifamily residential uses only), (ZO, 2.06.04).
- ☐ Provide a note stating the zoning of the property and which zoning or planned development standards apply to the subdivision. Example: Zoning: PD-324-Townhome; Built to Patio Home Standards
- ☐ For plats that have alleys, add the following note: All driveways shall access the alleys; no driveways may access streets.
- ☐ Unless overridden by the PD (if one), add the following note on preliminary plats that do not have alleys: “Where a ‘J-swing’ garage is not utilized, the face of the garage shall be set back a minimum of 25 feet from the front property line.”
- ☐ List the following note on the plat: Placement of street trees shall not interfere with the placement of traffic control devices or visibility at intersections. Existing and future traffic control devices may require the removal or preclude the planting of street trees.
- ☐ Add the following note: Development standards of this plat shall comply with Zoning Ord. 11-04-09 as amended.
- ☐ For a plat with a required landscape edge, add the following note: The required HOA Landscape Edge along (name the street) shall not be encumbered by any utilities.
- ☐ For any key lot, show front building setbacks on both rights-of-way, add a label/symbol to the lot referring to a note which will state, “Fencing restrictions apply to this key lot. Refer to the Zoning Ordinance.”
- ☐ Provide a typical lot detail showing all setbacks for all the applicable residential district



## FINAL PLAT, REPLAT, MINOR PLAT, AMENDED PLAT, AND PLAT VACATION CHECKLIST

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### **REQUIREMENTS FOR REPLATS**

- ☐ **For residential replats** – Provide a list of all property owners within 200 feet of the property within the subdivision to be replatted.
- ☐ **For all replats** – Purpose of and justification for replat statement (i.e.: “The purpose of this replat is to add a five-foot utility easement along the front of Block A, Lots 1-9, because \_\_\_\_\_.”) )

### **ENGINEERING**

- ☐ Utility Easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc. Show all bearing and distance information on existing and proposed easements, including separate instruments. Where property or easement extends into multiple counties, plats and separate instruments are to be filed in each county.
- ☐ Filing information for all existing easements and rights-of-way
- ☐ Complete curve data (delta, length, radius, tangent, point of curve, point of reverse curve, and point of tangent) and bearings of all tangents
- ☐ Locations, material, and size of all monuments found and set. The surveyor will construct two concrete monuments in accordance with the City of Frisco “Standard Detail for Reference Monuments” and establish grid coordinates for the monuments in reference to City of Frisco GPS Monuments using the City of Frisco Combined Scale Factor as necessary. Elevations will be established on the two monuments in reference to the City of Frisco GPS Monuments. The three-dimensional coordinates established for these monuments will be clearly shown on the face of the plat. The plat must hold grid bearings and must not be from an assumed north. All distances shown on the plat will be surface distances.
- ☐ Two opposing property corners in 3D coordinates
- ☐ Existing and proposed FEMA 100-year floodplain with elevation. Include minimum finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: “no floodplain exists on the site.”
- ☐ Drainage and detention easement limit shall be at the freeboard elevation

### **TRAFFIC**

- ☐ Existing and proposed location of streets and alleys, right-of-way widths, and names of streets
- ☐ Dimension from the property to centerline of right-of-way
- ☐ Right-of-way dedications in fee simple

Preparer’s Name: \_\_\_\_\_

Preparer’s Signature: \_\_\_\_\_





# PLAT LANGUAGE

## OWNER'S CERTIFICATE (PUBLIC STREETS)

STATE OF TEXAS §

COUNTY OF § (Collin or Denton County as appropriate)

WHEREAS, (owner names) are the owners of a tract of land situated in the (name) Survey, Abstract No. (#), (Collin or Denton) County, Texas and being out of a (#) acre tract conveyed to them by (name), and being more particularly described as follows:

(property description to be provided here)

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT (Owner Name) acting herein by and through its duly authorized officers, does hereby certify and adopt this plat designating the herein above described property as (Subdivision Name, Block, Lot #), an addition to the City of Frisco, and does hereby dedicate to the public use forever, the streets and alleys shown thereon. The (Owner Name) does herein certify the following:

1. The streets and alleys are dedicated in fee simple for street and alley purposes.
2. All public improvements and dedications shall be free and clear of all debt, liens, and/or encumbrances.
3. The easements and public use areas, as shown, and created by this plat, are dedicated for the public use forever for the purposes indicated on this plat.
4. No buildings, fences, trees, shrubs or other improvements or growths shall be constructed or placed upon, over or across the easements as shown, except that landscape improvements may be placed in landscape easements if approved by the City of Frisco.
5. The City of Frisco is not responsible for replacing any improvements in, under, or over any easements caused by maintenance or repair.
6. Utility easements may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to particular utilities, said use by public utilities being subordinate to the public's and City of Frisco's use thereof.
7. The City of Frisco and public utilities shall have the right to remove and keep removed all or parts of any buildings, fences, trees, shrubs or other improvements or growths which may in any way endanger or interfere with the construction, maintenance, or efficiency of their respective systems in the easements.
8. The City of Frisco and public utilities shall at all times have the full right of ingress and egress to or from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, reading meters, and adding to or removing all or parts of their respective systems without the necessity at any time procuring permission from anyone.
9. All modifications to this document shall be by means of plat and approved by the City of Frisco.

This plat is approved subject to all platting ordinances, rules, regulations and resolutions of the City of Frisco, Texas.

WITNESS, my hand, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BY:

---

Authorized Signature

---

Printed Name and Title



**OWNER'S CERTIFICATE (PRIVATE STREETS)**

STATE OF TEXAS §

COUNTY OF § (Collin or Denton County as appropriate)

WHEREAS, (owner names) are the owners of a tract of land situated in the (name) Survey, Abstract No. (#), (Collin or Denton) County, Texas and being out of a (#) acre tract conveyed to them by (name), and being more particularly described as follows:

(property description to be provided here)

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT (Owner Name) acting herein by and through its duly authorized officers, does hereby certify and adopt this plat designating the herein above described property as (Subdivision Name), an addition to the City of Frisco. The streets and alleys shown on this plat as access easements are for the use and benefit of the owners of the property in this subdivision, their leasees, invitees and licensees. By acceptance of a deed conveying title to any lot in this subdivision, the owner thereof shall be deemed to have agreed and acknowledged and does certify the following:

1. The streets and alleys are private streets and alleys and are dedicated to the City of Frisco as Access, Utility, and Drainage Easements. The City has no responsibility or liability to make any repairs to such streets and alleys as long as they are private streets and alleys, except repairs made necessary by reason of installation, repair or replacement of municipal utilities located therein or in the utility easements adjacent thereto.
2. So long as such streets and alleys are private, the sole responsibility for maintenance and replacement thereof shall be borne by the owners of the lots in this subdivision and/or any homeowners' association hereafter established for the owners of lots in this subdivision (the "Association"). Such maintenance and replacement shall be in conformance with the requirements, standards, and specifications of the City of Frisco, as presently in effect or as same may be hereafter amended. This provision may be enforced by specific performance or by any other remedy allowed by law.
3. Neither the property owners within this subdivision nor the Association nor any other association or other organization or entity representing them shall have the right to request dedication (whether by voluntary or involuntary act or omission) of such private streets and alleys to the City unless and until the City has inspected such streets and alleys and determined that, at the time in question, they meet the City's standards. If the City desires to accept a dedication of said streets and alleys, the Association, its successors or assigns, or the owners of the lots in the subdivision will make, at the owners' or the Association's expense, all repairs required by the City to comply with then City standards. The City shall have sole discretion to accept or reject a proposed dedication of the private streets and alleys to the City. Before dedication, all public improvements and dedications shall be free and clear of all debt, liens, and/or encumbrances.
4. The easements and public use areas, as shown, are dedicated for the benefit of the owners of the property in this subdivision, their leasees, invitees and licensees use forever, for the purposes indicated on this plat.
5. The provisions hereof shall be binding upon and enforceable against all property owners in this subdivision, their successors and assigns and the Association and its successors and assigns. The provisions hereof may be enforced by the City, any property owner in the subdivision, and/or the Association.
6. These covenants and restrictions shall run with the land and be binding on the owners of the property in this subdivision, their successors and assigns, the Association, its successors and assigns and all parties claiming by, through and under them. In the event a replat is requested on all or part of this property, the City may require any similar or additional restrictions and covenants in it's sole discretion. These covenants and restrictions shall terminate when all the access easements shown on this plat are included within a replat of all or part of this property and are dedicated to the City as public streets and alleys. In addition, all modifications to this document shall be by means of plat and approved by the City of Frisco.
7. If the owners of the property in this subdivision should open the private streets to the public, such use shall be considered a temporary license only. The owners of property in this subdivision through the Association reserve the right to close the street to the public at any time prior to formal dedication of the street to the public, and acceptance of the same by the City.



8. The owners of property in this subdivision and the Association shall allow access to the subdivision and the streets in the subdivision to all City employees and contractors acting on behalf of the City and all governmental service vehicles, including, without limitation, law enforcement, fire, ambulance, sanitation, inspection and health vehicles. In addition, Utility Easements may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to particular utilities, said use by public utilities being subordinate to the City's use thereof. The City of Frisco and public utilities shall, at all times, have the full right of ingress and egress to or from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, reading meters, and adding to or removing all or parts of their respective systems without the necessity of procuring permission from anyone.
9. The owners of property within this subdivision hereby agree and recognize that the entire subdivision is benefited by the City allowing the owners to maintain and control access to the private streets shown hereon, and that the City is benefited by having the value of the property enhanced for ad valorem tax purposes and not being under any maintenance obligations with respect to the private streets and alleys. For purposes of enforcement of these covenants, the benefits shall constitute sufficient and valid consideration.
10. The owner of each lot affected by a drainage easement across the rear portion of such lot may not construct any improvements within such lot except those improvements which (a) do not impeded the natural flow of water across the property affected by such drainage easement (such as swimming pools and open fences) and (b) are built in accordance with and pursuant to a building permit issued by the City. In no event shall (Owner Name), the City, the Association or any of their successors or assigns have any liability for any improvements built in any drainage or utility easement. Each lot owner shall build in such area at his or her own risk and shall indemnify (Owner Name), the City, the Association and their successors and assigns against any and all losses, damages and liability arising out of or associated with the construction of improvements on such owner's lot in any drainage or utility easement.
11. No buildings, fences, trees, shrubs or other improvements or growths shall be constructed or placed upon, over or across the easements as shown, except that landscape improvements may be placed in Landscape Easements, if approved by the City. Landscaping may be placed in/or near other easements with city approval. The City and public utility entities shall have the right to remove and keep removed all or parts of any buildings, fences, trees, shrubs or other improvements or growths which may in any way endanger or interfere with the construction, maintenance, or efficiency of their respective systems in said easements. The City of Frisco is not responsible for replacing any improvements in, under, or over any easements caused by maintenance or repair.
12. Invalidity of any word, phrase, sentence, paragraph, covenant or restriction by court judgement or otherwise, shall not affect the validity of the other covenants or restrictions contained herein.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Frisco, Texas.

WITNESS, my hand, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BY:

---

Authorized Signature

---

Printed Name and Title



### CERTIFICATE OF APPROVAL

*(for Replats and Final plats)*

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ by the Planning & Zoning Commission of the City of Frisco, Texas.

\_\_\_\_\_ Planning & Zoning Commission Chairperson

\_\_\_\_\_ Planning & Zoning Commission Secretary

\_\_\_\_\_ City Secretary

### CERTIFICATE OF APPROVAL

*(for Minor Plats and Amending Plats)*

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ by the Director of Development Services of the City of Frisco, Texas.

\_\_\_\_\_ Planning Division

\_\_\_\_\_ City Secretary

### SURVEYOR'S CERTIFICATE

Know All Men By These Presents:

That I, (Surveyor Name), do hereby certify that I prepared this plat and the field notes made a part thereof from an actual and accurate survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the Subdivision regulations of the City of Frisco, Texas.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

(Professional Seal)

\_\_\_\_\_  
Name, Title & Registration No.

### NOTARY BLOCK

STATE OF TEXAS           §

COUNTY OF               §       (Collin or Denton County as appropriate)

BEFORE ME, the undersigned, a Notary Public in and for The State of Texas, on this day personally appeared \_\_\_\_\_ (Name) \_\_\_\_\_, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas



### **RIGHT-OF-WAY ABANDONMENT**

The abandonment is being made "as is" without any warranty, express, or implied, and/or representation that the City of Frisco, Texas has any right, title, interest, claim and/or demand in and to the real estate being abandoned by the City of Frisco, Texas by this plat. Applicant hereby acknowledges and agrees that it is the Applicant's sole duty and obligation to satisfy itself of the title that it is accepting by this plat and that it expressly acknowledges that it is not relying on prior representation or statement of the City of Frisco, Texas and this plat merges and supersedes all prior discussions, agreements, statements and understandings.

### **MINIMUM FINISHED FLOOR**

*(Use this when Engineering Services requires the establishment of a minimum finished floor elevation;  
typically this includes property adjacent to or encompasses floodplain)*

The City reserves the right to require minimum finish floor elevations on any lot contained within this addition. The minimum elevations shown are based on the most current information available at the time the plat is filed and are subject to change.

## ACCESS EASEMENT

The undersigned covenants and agrees that the access easement(s) may be utilized by any person or the general public for ingress and egress to other real property, and for the purpose of general public vehicular and pedestrian use and access, and for the Fire Department, Police and emergency use in along, upon and across said premises, with the right and privilege at all times of the City of Frisco, its agents, employees, workmen and representatives having ingress, egress, and regress in, along, upon and across said premises.

## FIRE LANE EASEMENT

The undersigned covenants and agrees that he (they) shall construct upon the fire lane easements, as dedicated and shown hereon, a fire apparatus access road in accordance with the Fire Code and City standards and that he (they) shall maintain the same in a state of good repair at all times in accordance with City Ordinance. The fire lane easement for the fire apparatus access road shall be kept free of obstructions in accordance with City Ordinance. The maintenance of pavement in accordance to City Ordinance of the fire lane easements is the responsibility of the owner. The owner shall identify the fire apparatus access road in accordance with City Ordinance. The Chief of Police or his/her duly authorized representative is hereby authorized to cause such fire lane and utility easements to be maintained free and unobstructed at all times for fire department and emergency use.

## LANDSCAPE EASEMENT

The undersigned covenants and agrees that the landscape easement and restrictions herein set forth shall run with the land and be binding on the owner(s) of the property in this subdivision, their successors and assigns, and all parties claiming by, through and under them. In the event a replat is requested on all or part of this property, the City may require any similar or additional restrictions at its sole discretion. The sole responsibility for maintenance and replacement of landscape materials thereof shall be borne by any 'homeowners' association hereafter established for the owners of lots in this subdivision and/or the owners of the individual lots within this subdivision. Such maintenance and replacement shall be in conformance with the requirements, standards, and specifications of the City of Frisco, as presently in effect or as may be hereafter amended. This provision may be enforced by specific performance or by any other remedy allowed by law.

## PUBLIC WAY

The undersigned covenants and agrees that the Public Way may be utilized by any person or the general public for ingress and egress to other real property, and for the purpose of general public vehicular and pedestrian use and access, and for the Fire Department, Police and emergency use in, along, upon and across said premises, with the right and privilege at all times of the City of Frisco, its agents, employees, workmen and representatives having ingress, egress, and regress in, along, upon and across said premises. The undersigned covenants and agrees that the Public Way may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same, with said use being subordinate to the public's and City of Frisco's use thereof. The undersigned covenants and agrees that he (they) shall construct within the Public Way an access road that meets or exceeds the requirements of a fire apparatus access road in accordance with the Fire Code and City standards and that he (they) shall maintain the same in a state of good repair at all times in accordance with City Ordinance. The access road within the Public Way shall be kept free of obstructions in accordance with City Ordinance. The Chief of Police or his/her duly authorized representative is hereby authorized to cause such access road within the Public Way to be maintained free and unobstructed at all times for fire department and emergency use. The undersigned covenants and agrees that he (they) shall construct within the Public Way a sidewalk along the access road in accordance with City standards and shall maintain the same in a state of good repair at all times. The maintenance of the access road (and its appurtenances), sidewalks, landscaping and traffic signs within the Public Way is the responsibility of the owner.



### VISIBILITY, ACCESS AND MAINTENANCE EASEMENT (VAM)

The area or areas shown on the plat as "VAM" (Visibility, Access and Maintenance) Easement(s) are hereby given and granted to the City of Frisco (City), its successors and assigns, as an easement to provide visibility, right of access, and maintenance upon and across said VAM Easement. The City shall have the right, but not the obligation, to maintain all landscaping within the VAM Easement. Should the City exercise this maintenance right it shall be permitted to remove and dispose of any and all landscaping improvements, including without limitation, any trees, shrubs, flowers, ground cover, structure and/or fixtures. The City in its sole discretion may withdraw maintenance of the VAM Easement at any time. The ultimate maintenance responsibility for the VAM Easement shall rest with the property owner(s). No building, fence, wall, screen, berm, sign, parking stall, drive aisle, driveway, hedge, shrub, tree or other improvements or growths, which in any way endanger or interfere with the visibility, shall be constructed in, on, over or across the VAM Easement. The City shall also have the right, but not the obligation, to add any landscape improvements to the VAM Easement, to erect any traffic control devices or signs on the VAM Easement and to remove any obstruction thereon. The City, its successors, assigns, or agents shall have the right and privilege at all times to enter upon the VAM Easement or any part thereof for the purposes and with all rights and privileges set forth herein.

### STREET EASEMENT

The area or areas shown on the plat as "Street Easement" are hereby given and granted to the City of Frisco (City), its successors and assigns, as an easement to construct, reconstruct, operate, repair, re-build, replace, relocate, alter, remove and perpetually maintain street and highway facilities, together with all appurtenances and incidental improvements, in, upon and across certain real property owned by Grantor. Appurtenances and incidental improvements include, but are not limited to, curbs, gutters, inlets, aprons, traffic signs with or without attached flashing lights, guard rails, sidewalks, buried conduits, buried City utilities, and underground franchise utilities. Street Easements shall remain accessible at all times and shall be maintained by the Owners of the lot or lots that are traversed by, or adjacent to the Street Easement. After doing any work in connection with the construction, operation or repair of the street and highway facilities, the City shall restore the surface of the Street Easement as close to the condition in which it was found before such work was undertaken as is reasonably practicable, except for trees, shrubs and structures within the Street Easement that were removed as a result of such work.

### DRAINAGE EASEMENT

(FOR SMALL SUBDIVISION PLAT WHERE ADJACENT LOT  
OWNERS HAVE MAINTENANCE RESPONSIBILITY)

THE STATE OF TEXAS       §  
COUNTY OF               § (Collin or Denton County as appropriate)  
CITY OF FRISCO           §

This plat is hereby adopted by the Owners and approved by the City of Frisco (Called "City") subject to the following conditions which shall be binding upon the Owners, their heirs, grantees, successors and assigns:

The area or areas shown on the plat as "Drainage Easement" shall remain unimproved at all times and be maintained by the Owners of the lot or lots that are traversed by, or adjacent to the said Drainage Easement. The area within the Drainage Easement is subject to storm water overflow and bank erosion to an extent that cannot be defined. The City shall not be held liable for any damages of any nature resulting from the occurrence of these natural phenomena. The City will not be responsible for the maintenance and operation of the Drainage Easement or for any damage to private property or person that results from the flow of water within the Drainage Easement. No obstruction to the natural flow of storm water shall be permitted by construction of any type within the Drainage Easement unless approved by the Director of Engineering Services. Each property owner shall keep the portion of the Drainage Easement traversing or adjacent to his property clean and free of debris, silt, and any materials that would result in unsanitary conditions, or obstruct the flow of water. The City shall have the right of ingress and egress for the purpose of inspection and supervision of maintenance work by the property owner. Provided, however, it is understood that in the event it becomes necessary for the City of erect or consider erecting any type of drainage structure in order to improve the storm drainage that may be occasioned by streets and alleys in or adjacent to the subdivision, then in such event, the City shall have the right to enter upon the Drainage Easement at any point, or points, to investigate, survey or to erect, construct and maintain any drainage facility deemed necessary for drainage purposes. The natural drainage through the Drainage Easement, as in the case of all natural channels, are subject to storm water overflow and natural bank erosion to an extent which cannot be definitely defined. Building areas outside the Drainage Easement line shall be filled to a minimum elevation as shown on the plat. The minimum floor elevation for each lot shall be as shown on the plat.



**DRAINAGE AND DETENTION EASEMENT**

(ABOVE GROUND DETENTION)

THE STATE OF TEXAS       §  
COUNTY OF               § (Collin or Denton County as appropriate)  
CITY OF FRISCO           §

This plat is hereby adopted by the Owners and approved by the City of Frisco (Called "City") subject to the following conditions which shall be binding upon the Owners, their heirs, grantees, successors and assigns:

The area or areas shown on the plat as "Drainage and Detention Easement" shall remain accessible at all times and shall be maintained by Owners of the lot or lots that are traversed by, or adjacent to the Drainage and Detention Easement. The City will not be responsible for the maintenance and operation of the drainage facilities within the Drainage and Detentions Easement or for any damage to private property or person that results from conditions within the Drainage and Detention Easement. No obstruction to the natural flow of storm water run-off shall be permitted by construction of any within the Drainage and Detention Easement, unless approved by the Director of Engineering Services. Each property owner shall keep the portion Drainage and Detention Easement traversing or adjacent to their property clean and free of debris, silt, and any materials which would result in unsanitary conditions or obstruct the flow of water. The City shall have the right of ingress and egress for the purpose of inspection and supervision of maintenance work by the property owner. The City shall not be held liable for any damages of any nature resulting from failure of facilities within the Drainage and Detention Easement. The City shall have the right to enter upon the Drainage and Detention Easement at any point, or points, to investigate, survey, construct and maintain any drainage facility deemed necessary for drainage purposes. The minimum finished floor elevation for each lot shall be as shown on the plat.

**DRAINAGE AND DETENTION EASEMENT**

(UNDERGROUND DETENTION)

THE STATE OF TEXAS       §  
COUNTY OF               § (Collin or Denton County as appropriate)  
CITY OF FRISCO           §

This plat is hereby adopted by the Owners and approved by the City of Frisco (Called "City") subject to the following conditions which shall be binding upon the Owners, their heirs, grantees, successors and assigns:

The area or areas shown on the plat is called "Drainage and Detention Easement" shall remain accessible at all times and shall be maintained by the Owners of the lot or lots that are traversed by, or adjacent to the Drainage and Detention Easement. The City will not be responsible for the maintenance and operation of the drainage facilities within the Drainage and Detention Easement or for any damage to private property or person that results from conditions within the Drainage and Detention Easement. No obstruction to the natural flow of storm water run-off shall be permitted by construction of any type within the Drainage and Detention Easement, unless approved by the Director of Engineering Services. Each property owner shall keep the Drainage and Detention Easement traversing or adjacent to their property clean and free of debris, silt, and any materials that would result in unsanitary conditions or obstruct the flow of water, The City shall have the right of ingress and egress for the purpose of inspection and supervision of maintenance work by the property owner. The City shall not be held liable for any damages of any nature resulting from the failure of facilities within the Drainage and Detention Easement. The City shall have the right to enter upon the Drainage and Detention Easement at any point, or points, to investigate, survey or construct and maintain any drainage facility deemed necessary for drainage purposes.





# PRELIMINARY SITE PLAN CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

\* This checklist is not all-inclusive of all City ordinances and standards.

## PRELIMINARY SITE PLAN DETAILS FOR TRACTS GREATER THAN FIVE (5) ACRES

At a minimum, a Preliminary Site Plan that includes tracts greater than five (5) acres shall depict the following information ([§6.05.07\(C\)\(3\)](#)):

- Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street
- Location map – a line map showing the site and surrounding streets, north arrow, and scale
- Title block (located in the lower right hand corner) containing the following information: type of plan, proposed subdivision name, block designation, lot number, acreage, Abstract/Survey name and number, City Project Number (to be provided with submittal) and preparation date
- Legend, if abbreviations or symbols are used
- Name, address and phone number of owner, applicant, and surveyor and/or engineer.
- Estimated use and size of all buildings and amount of required parking ([§4.04.08](#)). The exact location of the buildings is not required.
- The general design of adjacent public street improvements and right-of-way including existing or proposed deceleration lanes, median openings and left turn bays, location of driveways, drive aisles, cross access between internal developments, and access to properties adjacent to the subject site.
- Required landscape edges and buffers adjacent to thoroughfares and bordering properties ([§4.02.04](#)), ([§4.03.03](#)), ([§4.03.04](#)).
- Existing natural and hydrological features including wetlands.
- Existing and proposed easements.
- Location and general size of drainage, detention and retention areas.
- Location of centralized or concentrated open spaces ([§4.13.03](#)), screening and other site improvements.
- Shade fire lane, access and utility easements with 10% gradation.
- Natural features
- Depict existing and proposed franchise utility easements.

## PRELIMINARY SITE PLAN DETAILS FOR TRACTS CONTAINING FIVE (5) ACRES OR LESS

Existing or proposed tracts or lots which contain five (5) or fewer net acres shall depict a greater level of detail than tracts in excess of five (5) net acres. The Preliminary Site Plan shall depict the following ([§6.05.07\(C\)\(4\)\(5\)](#)):

### GENERAL

- Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street
- Location map, north arrow, scale, title block (located in the lower right hand corner) containing the following information: type of plan, proposed subdivision name, block designation, lot number, acreage, Abstract/Survey name and number, City Project Number (to be provided with submittal) and preparation date
- Legend, if abbreviations or symbols are used
- Name, address and phone number of owner, applicant, and surveyor and/or engineer.
- For non-residential and multi-family developments, provide site data summary table using the following format:
  - For multi-lot developments, provide a column for each lot and a row for development totals
  - Zoning
  - Proposed Use, ([§3.02 Use Chart](#))
  - Lot Area, excluding right-of-way (square footage and acreage)
  - Building Area (gross square footage)
  - Building Height (feet and number of stories), ([§2.06.04](#) & [§2.06.05](#))
  - Lot Coverage ([§2.06.04](#) & [§2.06.05](#))
  - Floor Area Ratio (for non-residential zoning), ([§2.06.05](#))
  - Total Parking Required (with ratio), ([§4.04](#))
  - Total Parking Provided
  - Water Resource Zone Required (5% minimum of paved surface required for commercial; 7% minimum for multifamily), ([§4.02.09\(B\)\(2\)](#))
  - Water Resource Zone Provided
  - Square footage of Impervious Surface
  - Usable Open Space Required, ([§4.13.02](#)), ([§4.13.03](#))
  - Usable Open Space Provided
  - Note: "Handicap parking is provided in accordance with ADA standards"
  - Number of dwelling units and number of bedrooms for multi-family developments, if applicable



## PRELIMINARY SITE PLAN CHECKLIST

- Shade fire lane, access and utility easements with 10% gradation.
- City of Frisco site plan notes:
  1. Any revision to this plan will require city approval and will require revisions to any corresponding plans to avoid conflicts between plans.
  2. Open storage, where permitted, shall be screened in accordance with the Zoning Ordinance.
  3. Buildings with an aggregate sum of 5,000 square feet or greater on a lot shall have automatic fire sprinklers installed throughout all structures. Alternative fire protection measures may be approved by the Fire Department.
  4. All signage is subject to Building Inspection Division approval.
  5. All fences and retaining walls shall be shown on the site plan and are subject to Building Inspection Division approval.
- Add note whether any trees will be removed and if they are protected or not.
- Limited access control gates across fire lane easements shall be shown on the site plan and are subject to Fire Department approval.
- Natural features
- Existing and proposed improvements within 75 feet of the subject property, subdivision name, zoning, and land use description of property adjacent to the subject property
- Existing and proposed building locations, building size and dimensions, density, height, dimensions between buildings on the same lot, building lines and setbacks, and use ([§2.06.04](#) & [§2.06.05](#))
- Parking areas and structures, including the number and layout of standard spaces, standard parking dimensions, two-foot overhang, if applicable, angle of parking if other than 90 degrees, handicap spaces, drive aisles, loading and unloading areas, ([§4.04](#))
- Show the location of crosswalks, sidewalks, and barrier free ramps with typical dimensions
- Proposed dedications and reservations of land for public use including but not limited to rights of way, easements, park land, open space, drainage ways, flood plains and facility sites with gross and net acreage
- Screening types, retaining walls, and service area screens, including height and type of construction and/or planting specification, ([§4.03](#))

- Conceptual detail of landscaping including islands and landscape buffers
- Phases of development, including delineation of areas, building sites, land use and improvements to be constructed in independent phases

### ENGINEERING

- Existing topography at two (2) foot contours or less
- Label existing drainage features, including floodplains, drainage ways, tributaries, riparian corridors and creeks
- Proposed reclamation of floodplain area(s), with acreage
- Existing and Proposed FEMA 100-year floodplain with elevation. Include minimum finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: "no floodplain exists on the site."
- Existing and proposed easements (utility, access, drainage, visibility and maintenance, street, sidewalk, etc...)
- Existing and proposed utilities (water lines, sanitary sewer lines, and storm drain). Depict existing and proposed franchise utility easements.
- Show existing and proposed fire hydrants
- Proposed detention areas or provide note regarding existing regional detention, if applicable.

### TRAFFIC

- Existing and proposed public streets, private drives and fire lanes with pavement widths, right of way, median openings, turn lanes (including storage and transition space). Show ultimate configuration of all public streets adjacent to the site.
- Existing driveways on adjacent property, including properties on opposite side of the street, and driveways shown on approved plans for adjacent property with dimensions, radii and surface type
- Distances (measured edge to edge) between existing and proposed driveways (on-site and off-site) and streets
- If preliminary site plan contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."



## PRELIMINARY SITE PLAN CHECKLIST

### OTHER

In addition, the following plans shall be submitted with a preliminary site plan application and approval is necessary prior to final authorization for development:

- ☐ Preliminary plat, if applicable (See Preliminary Plat Check List)
  - ☐ Preliminary Drainage & Preliminary Utility Plan (See Check List)
  - ☐ Preliminary Screening Plan for Landscaping in lieu of Screening Walls
  - ☐ Detailed Tree Survey, including tree loss (See Detailed Tree Survey Check List)
  - ☐ Preliminary Façade Plans (See Façade Plan Check List)
  - ☐ Open Space Plan (See open space plan checklist)
  - ☐ An exhibit to scale showing proposed development on colored aerial of the property
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements
- ☐ Traffic Impact Analysis if required (see Engineering Standards for TIA criteria)
  - ☐ Traffic Circulation Study
  - ☐ Flood study, if required

Preparer's Name: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_



# SITE PLAN CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

\* This checklist is not all-inclusive of all City ordinances and standards.

## GENERAL (ZO, §6.05.08)

- Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street
- Location map, north arrow, scale, title block (located in the lower right hand corner) containing the following information: proposed subdivision name, block designation, lot number, acreage, Abstract/Survey name and number, City Project Number to be provided at time of submittal, and preparation date
- Legend, if abbreviations or symbols are used
- Name, address and phone number of owner, applicant, and surveyor and/or engineer
- City Action block placed above title block

<b>ACTION</b>		
	<b>APPROVED</b>	<b>DENIED</b>
<b>STAFF</b>	_____ Date	_____ Initials
<b>P&amp;Z</b>	_____ Date	_____ Initials
<b>Neighborhood #</b> _____		
See the Staff Approval Letter or P&Z Result Memo for any conditions associated with the approval of the project.		

- For non-residential and multi-family developments, provide site data summary table using the following format:
  - \_\_\_ For multi-lot developments, provide a column for each lot and a row for development totals
  - \_\_\_ Zoning
  - \_\_\_ Proposed Use, ([§3.02 Use Chart](#))
  - \_\_\_ Lot Area, excluding right-of-way (square footage and acreage)
  - \_\_\_ Building Area (gross square footage)
  - \_\_\_ Building Height (feet and number of stories), ([§2.06.04](#) & [§2.06.05](#))
  - \_\_\_ Lot Coverage ([§2.06.04](#) & [§2.06.05](#))
  - \_\_\_ Floor Area Ratio (for non-residential zoning), ([§2.06.05](#))
  - \_\_\_ Total Parking Required (with ratio), ([§4.04](#))
  - \_\_\_ Total Parking Provided
  - \_\_\_ Water Resource Zone Required (5% minimum of paved surface required for commercial; 7% minimum for multifamily), ([§4.02.09\(B\)\(2\)](#))
  - \_\_\_ Water Resource Zone Provided

- \_\_\_ Usable Open Space Required, ([§4.13.02](#) & [§4.13.03](#))
- \_\_\_ Usable Open Space Provided
- \_\_\_ Square footage of Impervious Surface
- \_\_\_ Note: "Handicap parking is provided in accordance with ADA standards"

## IF APPLICABLE:

- Number of Dwelling Units with Number of Bedrooms for multi-family developments, ([§4.12\(E\)](#))
- Existing and proposed improvements within 75 feet of the subject property, subdivision name, zoning, and land use description of property adjacent to the subject property
- Existing and proposed building locations, building size and dimensions, finished floor elevation, density, height, dimensions between buildings on the same lot, building lines and setbacks, and use, ([§2.06](#))
- Existing and proposed easements (utility, fire lane, landscape, visibility, access and maintenance, public way access, drainage, and drainage and detention, etc.). Depict existing and proposed franchise utility easements.
- Parking areas and structures, including the number and layout of standard spaces, standard parking dimensions, two-foot overhang, if applicable, angle of parking if other than 90 degrees, handicap spaces, drive aisles, loading and unloading areas, ([§4.04](#))
- Location of ramps, crosswalks, sidewalks, and barrier free ramps with typical dimensions
- Location of off-street loading areas, dumpsters, and trash compactors with height and material of screening
- Proposed dedications and reservations of land for public use including but limited to: rights of way, easements, park land, open space, drainage ways, flood plains and facility sites with gross and net acreage
- Screening walls, fences, living screens, retaining walls, headlight screens and service area screens, including height and type of construction and/or planting specification, ([§4.03](#))
- Landscape islands with dimensions of the width for islands along a main driveway
- Landscape buffers with dimensions, ([§4.02.04](#))
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development easement requirements



## SITE PLAN CHECKLIST

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- Identify vegetation and sensitive areas
- Limited access control gates across fire lane easements shall be shown on the site plan and are subject to Fire Department approval
- City of Frisco site plan notes:
  1. Any revision to this plan will require city approval and will require revisions to any corresponding plans to avoid conflicts between plans.
  2. Open storage, where permitted, shall be screened in accordance with the Zoning Ordinance.
  3. Buildings with an aggregate sum of 5,000 square feet or greater on a lot shall have automatic fire sprinklers installed throughout all structures. Alternative fire protection measures may be approved by the Fire Department.
  4. All signage is subject to Building Inspection Division approval.
  5. All fences and retaining walls shall be shown on the site plan and are subject to Building Inspection Division approval.

### ENGINEERING

- Existing topography at two (2) foot contours or less and proposed at two (2) foot contours or less, referenced to sea level datum
- Natural features including tree masses and anticipated tree loss, flood plains, drainage ways and creeks
- Proposed reclamation of floodplain area(s), if applicable, with acreage
- FEMA 100-year floodplain with elevation. Include finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: "no floodplain exists on the site"
- Proposed detention areas (note easement)
- Water and sanitary sewer mains and service lines with sizes, valves, fire hydrants, manholes, and other structures on site or immediately adjacent to the site specified
- Water and sewer connections, meter locations, sizes, and meter and/or detector check valve vaults indicated
- Water Meter Table: shows the number of water meters by size and notes if they are existing or proposed
- Inlets, culverts and other drainage structures on-site and immediately adjacent to the site

### TRAFFIC

- Public streets, private drives and fire lanes with pavement widths, right of way, median openings, turn lanes (including storage and transition space),
- Existing driveways on adjacent property, and driveways shown on approved plans for adjacent property with dimensions, radii and surface type
- Distances (measured edge to edge) between existing and proposed driveways (on-site and off-site) and streets

### OTHER

- Other plans which are required to be submitted with a Site Plan:
  - Construction plans
  - Landscape plans (including screening plans)
  - Detailed Tree Survey and Tree Preservation Plan
  - Open Space Plan
  - Facade Plan
  - Conveyance Plat, if applicable
  - Flood study, if applicable
  - Traffic Impact Analysis if required (see Engineering Standards for TIA criteria)
  - Any necessary offsite easements
  - Other approvals as required by ordinance or resolution

Preparer's Name: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_



# SUBSTANTIALLY CONFORMING SITE PLAN CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

\* This checklist is not all-inclusive of all City ordinances and standards.

**THE SUBSTANTIALLY CONFORMING SITE PLAN SHALL CONFORM TO THE REQUIREMENTS OF THE SITE PLAN CHECK LIST WITH THE FOLLOWING EXCEPTIONS:**

- Update city project number (to be provided at time of submittal) and plan type (eg. Substantially Conforming Site Plan – SCSP12-00XX)
- Update ownership information, if changed
- Draw cloud around area(s) that is(are) being modified
- Provide a numbered list of the proposed revisions that correlate to the clouded area(s)
- Updated impervious surface calculation if changes are made to the building(s) or parking areas and drive aisles.
- Updated façade plan if changes are made to the exterior of the building.

Preparer's Name: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_



## SITE PLAN & SUBSTANTIALLY CONFORMING SITE PLAN CHECKLIST TELECOMMUNICATION ANTENNAS

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

\* This checklist is not all-inclusive of all City ordinances and standards.

PROVIDE THE FOLLOWING INFORMATION ON A MAXIMUM NUMBER OF TWO (2) SHEETS. (SEE EXAMPLE OF SITE PLAN ON NEXT PAGE.)

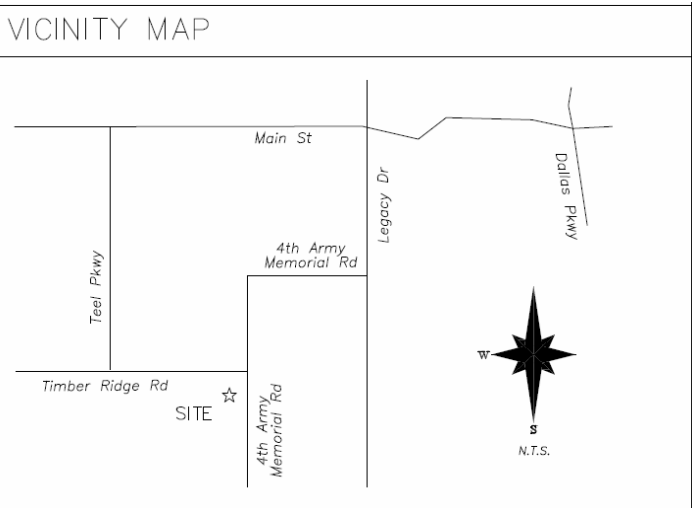
SITE PLANS AND SUBSTANTIALLY CONFORMING SITE PLANS FOR TELECOMMUNICATION ANTENNAS SHALL CONFORM TO THE REQUIREMENTS OF THE SITE PLAN CHECKLIST WITH THE FOLLOWING EXCEPTIONS:

- Location map, north arrow, scale, title block (located in the lower right hand corner) containing the following information: proposed subdivision name, block designation, lot number, acreage, Abstract/Survey name and number, City Project Number to be provided at time of submittal, and preparation date
- Lot Detail Showing:
  - \_\_\_ The overall property lines,
  - \_\_\_ Existing development (buildings, parking, etc.)
  - \_\_\_ The location of the cellular antenna/mechanical equipment.
- Legend, if abbreviations or symbols are used
- Name, address and phone number of owner, applicant, and surveyor and/or engineer
- Detail of existing and proposed improvements.
- Update city project number (to be provided at time of submittal) and plan type (eg. Substantially Conforming Site Plan – SCSP12-00XX).
- Add a purpose statement above the title block.
- Update ownership information, if changed
- Draw cloud around area(s) that is(are) being modified
- Provide a numbered list of the proposed revisions that correlate to the clouded area(s)
- Updated impervious surface calculation if changes are made to the building(s) or parking areas and drive aisles.
- Provide lease agreement with the City. The City may have multiple lease agreements with several carriers that include access and utility easements.
- Show all recorded easements (utility, fire lane, landscape, Visibility, Access and Maintenance, Public Way access, drainage, and drainage and detention, etc.) with cab/page number or separate instrument number and all easements established by lease agreement with the City.
- Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street
- Adjacent or nearest street. Label the street and indicate the right-of-way width.
- Existing and proposed improvements within 75 feet of the subject property, subdivision name, zoning, and land use description of property adjacent to the subject property.
- Show the building setbacks (or minimum yard requirements). Existing structures and equipment may encroach building setbacks; however, proposed equipment shall comply with setback requirements.
- Include the following site plan notes:
  1. Any revision to this plan will require city approval and will require revisions to any corresponding plans to avoid conflicts between plans.
  2. Open storage, where permitted, shall be screened in accordance with the Zoning Ordinance.
  3. Buildings of 5,000 square feet or greater shall be 100% fire sprinkled. Alternative fire protection measures may be approved by the Fire Department.
  4. All signage is subject to Building Inspection Division approval.
  5. All fences and retaining walls shall be shown on the site plan and are subject to Building Inspection Division approval.

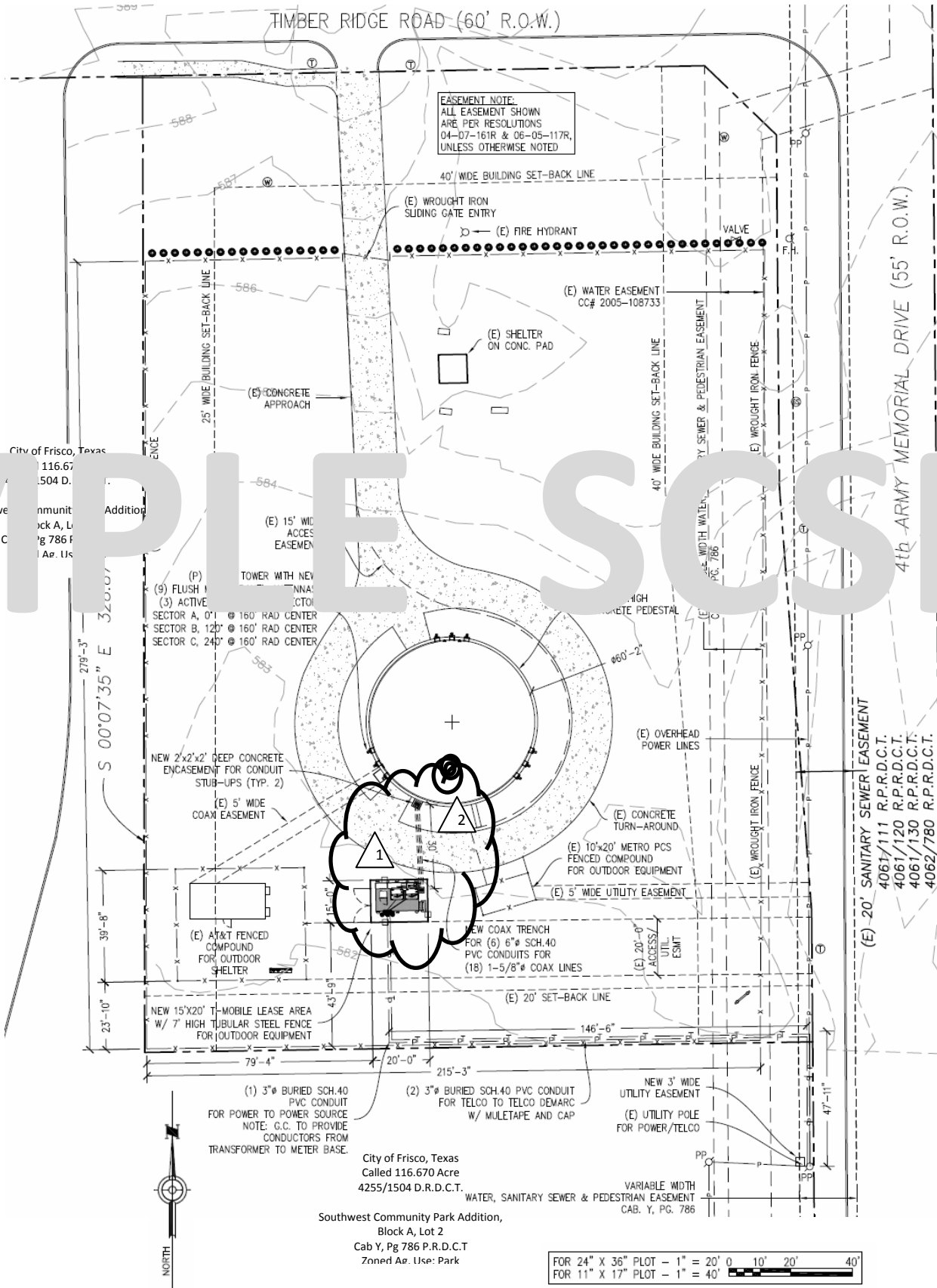
Preparer's Name: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_





Overall Site Plan



- Site Plan Notes
- Any revision to this plan will require city approval and will require revisions to any corresponding plans to avoid conflicts between plans.
  - Open storage, where permitted, shall be screened in accordance with the Comprehensive Zoning Ordinance.
  - Buildings of 5,000 square feet or greater shall be 100% fire sprinkled. Alternative fire protection measures may be approved by the Fire Department.
  - All signage is subject to Building Inspection Division approval.
  - All fences and retaining walls shall be shown on the site plan and are subject to Building Inspection Division approval.

**Legend**  
Include symbols or abbreviations used on the drawing.

- Proposed Mechanical Enclosure
- Proposed Underground Lines
- Proposed Antenna

Owner	Applicant	Engineer
Owner Name (entity)	Owner Name (entity)	Owner Name (entity)
Contact Name	Contact Name	Contact Name
Address	Address	Address
Phone Number	Phone Number	Phone Number

**ACTION**

☐ APPROVED ☐ DENIED

STAFF \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

P&Z \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

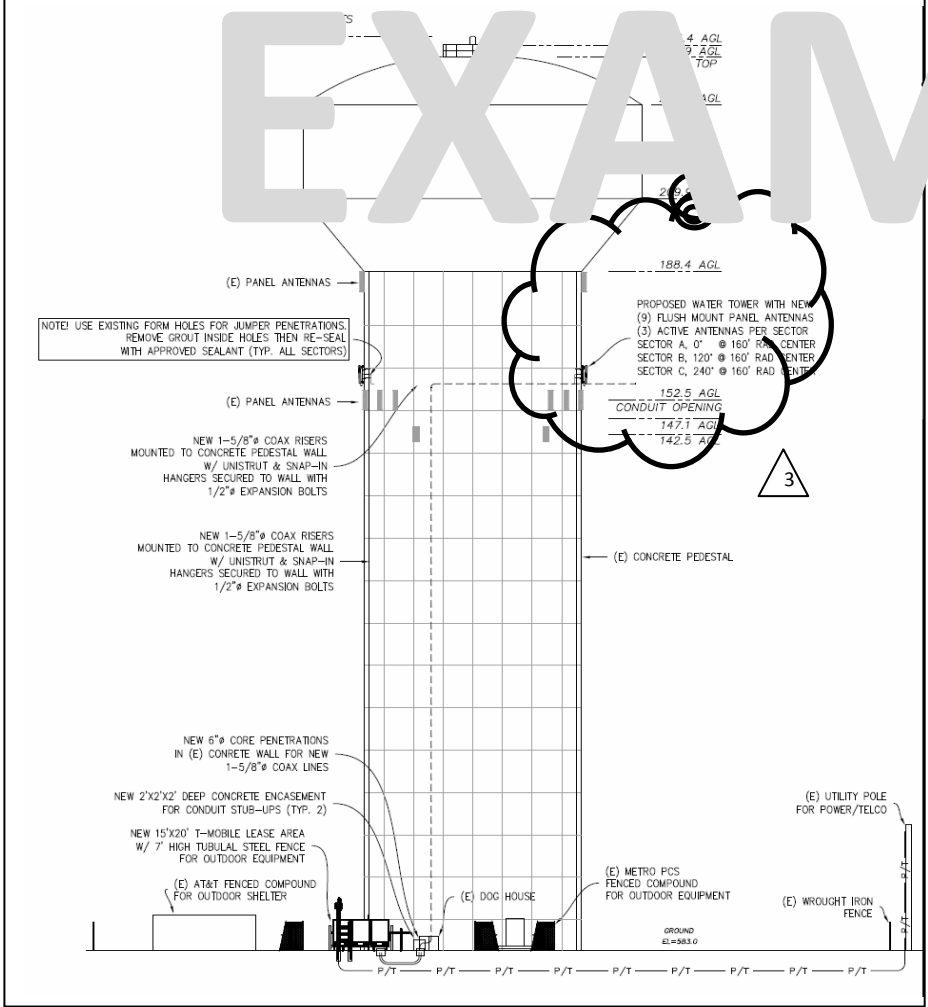
Neighborhood # \_\_\_\_\_

See the Staff Approval Letter or P&Z Result Memo for any conditions associated with the approval of the project.

The purpose of this SCSP is to add an antenna to the storage tank, underground lines, and a mechanical enclosure.

**SCSP11-0014**  
**Substantially Conforming Site Plan**  
Timber Ridge Elevated Storage Tank  
Southwest Community Park Addition,  
Block A, Lot 1  
1.796 Acres  
L. White Survey, Abstract No. 1394  
City of Frisco, Denton County, Texas  
Prepared on May 5, 2011

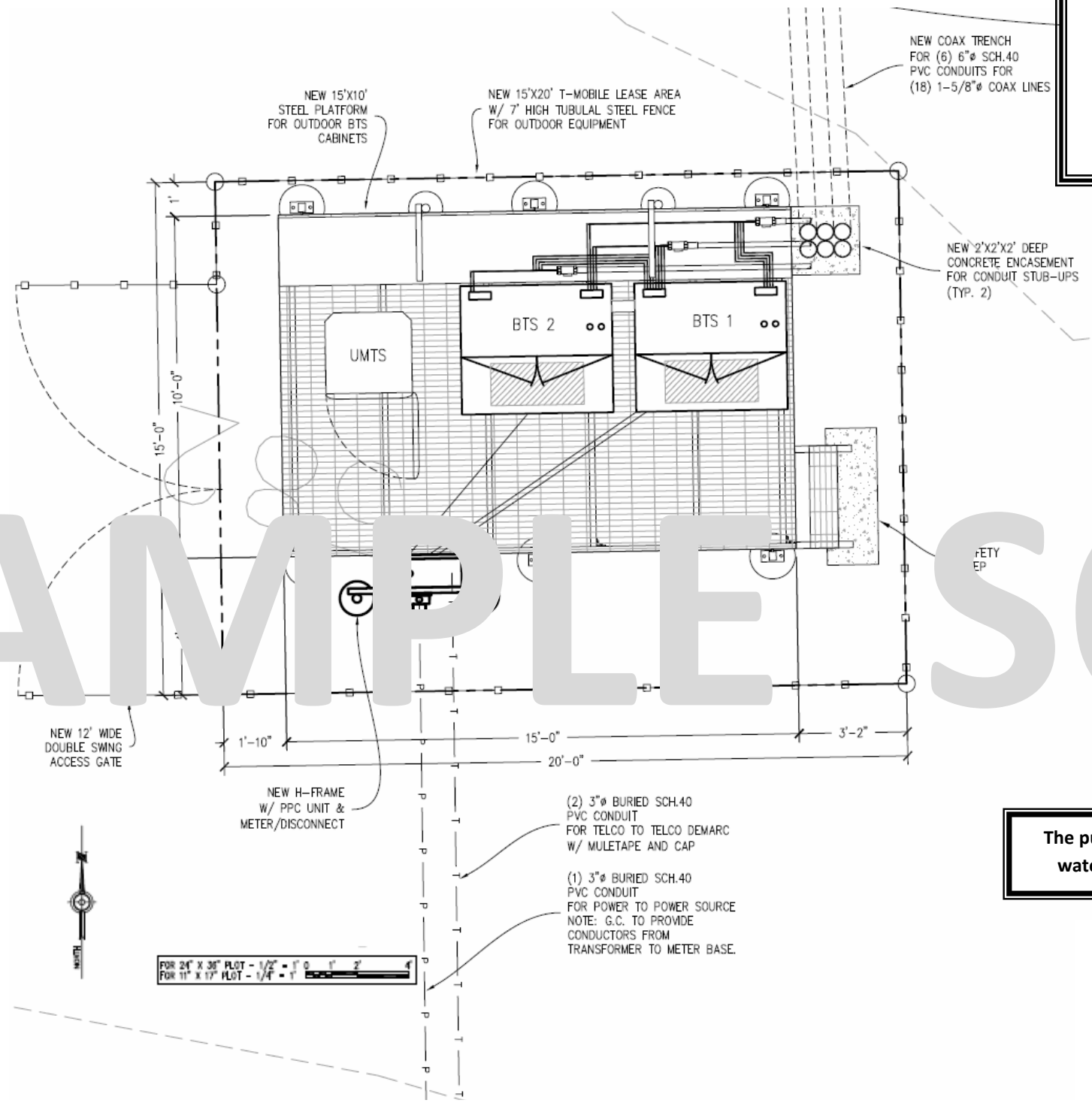
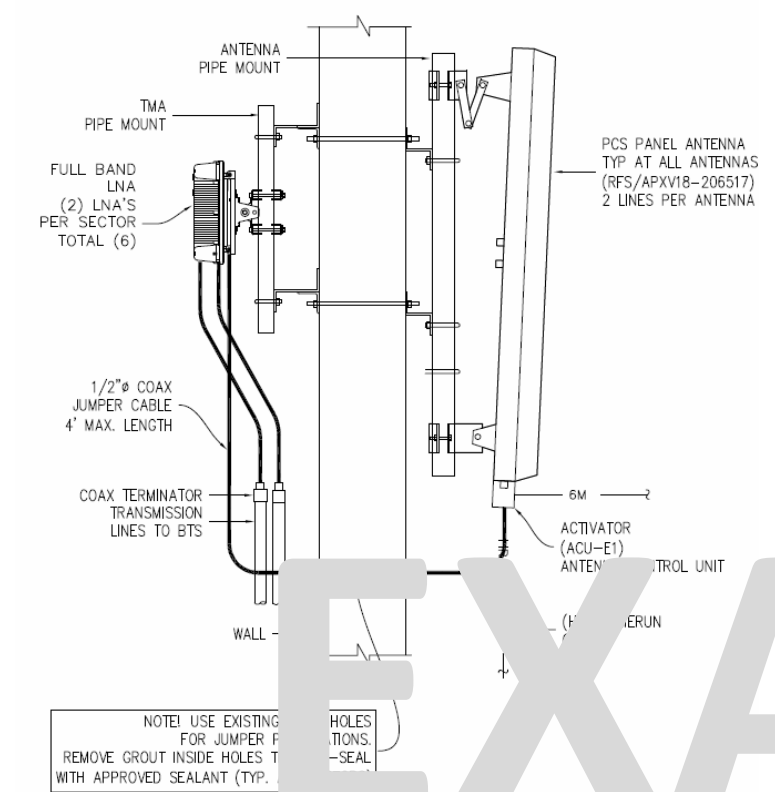
Water Tower Elevation





Detailed Site Plan

Antenna Detail



Be sure that...

- On the Detailed Site Plan, show the location of additional cabinets, screening around the mechanical equipment (i.e. fencing and/or landscaping).
- If there is limited space on Sheet 1, you can move the Water Tower elevation to Sheet 2.
- All easements on the city's lease agreements are shown on the overall site plan.

Legend

Include symbols or abbreviations used on the drawing.

The purpose of this SCSP is to add an antenna to the water tank, underground lines, and a mechanical

SCSP11-0014  
Substantially Conforming Site Plan  
Timber Ridge Water Tower  
Southwest Community Park Addition,  
Block A, Lot 1  
1.796 Acres  
L. White Survey, Abstract No. 1394  
City of Frisco, Denton County, Texas  
Prepared May 5, 2011





# OPEN SPACE PLAN CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

\* This checklist is not all-inclusive of all City ordinances and standards.

PROVIDE ONE FULL-SIZE COPY FOR REVIEW WITH THE APPLICATION SUBMITTAL PACKAGE.  
AFTER REVISIONS ARE MADE, TWO FULL-SIZE COPIES WILL BE REQUIRED.

- A table showing the required and provided interior landscape and open space

*Example:*

	Required (% and sq. ft.)	Provided (% and sq. ft.)
Water Resource Zone		
Open Space		

- Site boundaries, bearings and dimensions, lot lines, site acreage and square footage
- Location map, north arrow, scale, title block (located in the lower right hand corner) containing the following information: proposed subdivision name, block designation, lot number, acreage, Abstract/Survey name and number, City Project Number to be provided at time of submittal, and preparation date
- In the legend show a hatching for open space ([§4.13](#)), water resource zone ([§4.02.09\(B\)\(2\)](#)) and landscape buffers ([§4.02.04](#)). Hatch the plan to identify each of these areas, including the area of pavement used to calculate the water resource zone, and mark the area in square feet of each space
- Name, address and phone number of owner, applicant, and surveyor and/or engineer
- Existing and proposed building locations & site improvements (i.e. seating area, fountains, etc.)
- Location of parking areas off-street loading areas, dumpsters, trash compactors, and sidewalks
- Floodplain line, if applicable
- Proposed detention areas
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements

Preparer's Name: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_



# FAÇADE PLAN CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

\* This checklist is not all-inclusive of all City ordinances and standards.

## PRELIMINARY SITE PLAN SUBMISSION:

- Submit one (1) 24"x36" color copy, one (1) 24"x36" black & white line drawing of a Preliminary Façade Plan.

## SITE PLAN SUBMISSION:

- Submit one (1) 24"x36" color copy, one (1) 24"x36" black & white line drawing copies and an 11"x17" material sample board. Once staff has approved the Façade Plan, additional copies will be requested.

## GENERAL

- Title block (located in the lower right hand corner) containing the proposed subdivision name with block and lot number, City Project number (to be provided at the time of project submission), and preparation date
- Scale (appropriate for level of detail)
- Legend, if abbreviations or symbols are used
- Name, address and phone number of owner, applicant and architect
- Elevations of all four sides labeled North, East, South, and West with the front elevation designated as such
- Designate color and materials location on elevations. Provide manufacturer name for materials.
  - Preston Road Overlay Requirements:
    - § General requirements ([§2.05.04\(D\)](#))
    - § US 380 Gateway Sub-district ([§2.05.04\(E\)\(1\)](#))
    - § Rural Corridor Sub-district ([§2.05.04\(E\)\(2\)](#))
    - § Main Street Sub-district ([§2.05.04\(E\)\(3\)](#))
    - § Retail Corridor Sub-district ([§2.05.04\(E\)\(4\)](#))
    - § S.H. 121 Gateway Sub-district ([§2.05.04\(E\)\(5\)](#))
  - Gas Pump Canopies ([§3.02.01\(A\)\(14\)](#)) or ([§3.02.01\(A\)\(16\)](#))
  - Utility, Mechanical & Service Facilities ([§4.03.08\(B\)](#))
  - Non-Residential Development ([§4.07.09](#), [§4.09.03](#) and [Masonry Construction](#))
  - Multifamily ([§4.12](#))
  - Show reduction of site plan as a key. Include the building outline with north arrow.
- Materials calculations table showing for each elevation
  - Total surface area of each elevation
  - List of materials (including glazing) with square footage of each material per elevation and percentage of each material per elevation
- Building dimensions (length and width). Verify that the dimensions on the façade plan match the dimensions on the site plan.
- Building height starting at grade level. Label the grade elevation at 0 feet. (If multiple heights are used, provide dimension for each)
- Do not show any signs on the building. They are not reviewed as part of the façade plan.
- Dash in the location of roof mounted equipment. If the equipment extends above the parapet, provide cross sections of sight lines may be requested to verify screening of mechanical units. ([§4.03.08](#))

- The façade plan shall comply with Zoning Ordinance ([§4.08.02](#) and [§4.09.03](#)) including Preston Road Overlay District ([§2.05.04](#)), Tollway Overlay ([§2.05.05](#)) and OTC standards ([§2.04.04](#)) and any applicable Planned Development requirements.
- Add the following notes:

### FAÇADE PLAN NOTES

- This Facade Plan is for conceptual purposes only. All building plans require review and approval by Development Services
- All mechanical units shall be screened from public view as required by the Zoning Ordinance
- When permitted, exposed utility boxes and conduits shall be painted to match the building
- All signage areas and locations are subject to approval by Development Services
- Roof access shall be provided internally, unless otherwise permitted by the Chief Building Official

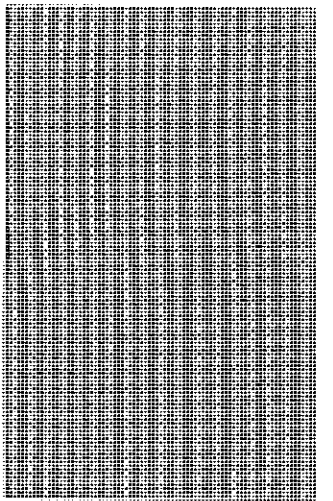
## FOR FAÇADE PLANS SUBMITTED WITH A SITE PLAN:

- Provide dumpster enclosure elevations. Label the height and masonry materials and colors. Minimum interior dimensions for a single enclosure are 13' x 15'. Minimum interior dimensions for a double enclosure are 15' x 23'. ([§4.03.07](#))
- Provide a sample board with a **maximum size of 11"x17"** shall be provided. The sample board shall include color and material samples to correspond to the Facade Plan. See attached sample of material board format. (See layout example in the handbook.)
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements

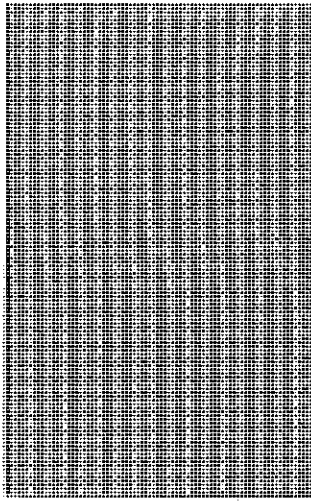
Preparer's Name: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_

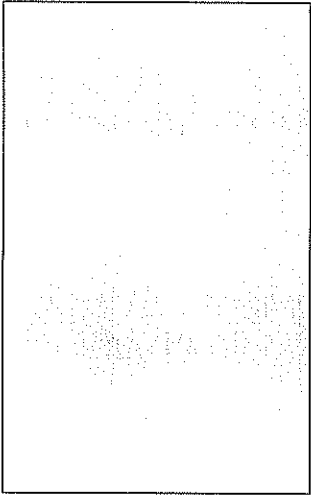
17" MAX



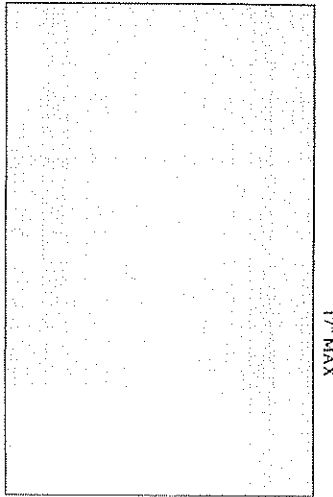
**A. Brick, Brown, Acme**  
(Material, Color, Manufacturer)



**B. Brick, Red, Acme**  
(Material, Color, Manufacturer)



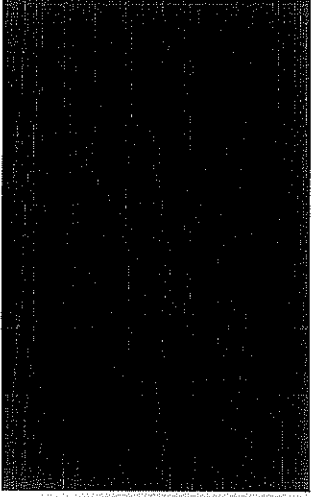
**C. Stone, Austin White, Stone Legends**  
(Material, Color, Manufacturer)



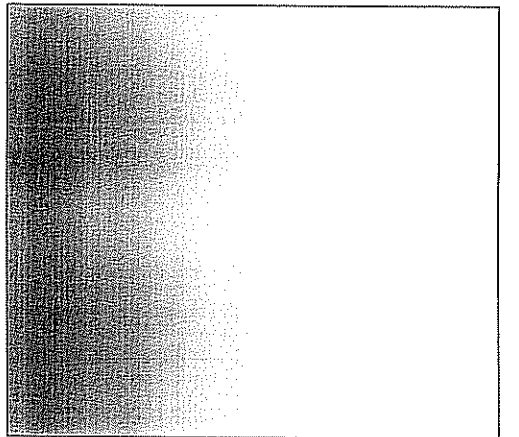
**D. EIFS, Whisper, Dryvit #3738**  
(Material, Color, Manufacturer)



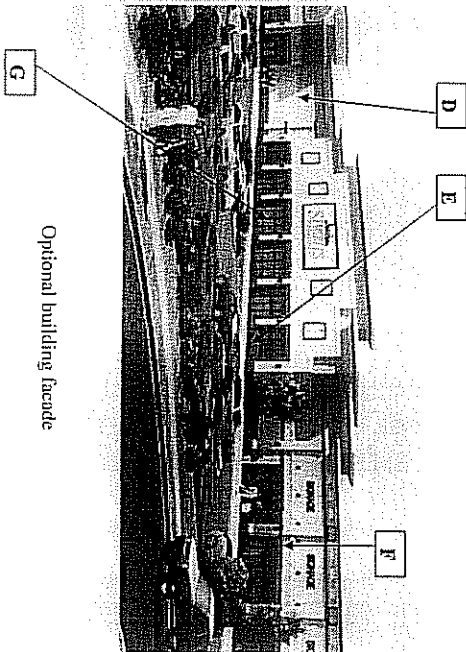
**E. EIFS, Brick Red, Dryvit #3739**  
(Material, Color, Manufacturer)



**F. Standing seam Metal Canopy, Brown, A.P.E.**  
(Material, Color, Manufacturer)



**G. Storefront Glass, Blue, Viracon**  
% Reflectivity



Optional building facade

**EXAMPLE SAMPLE BOARD**

Subdivision Name, Block No, Lot No  
Project No. SPFP (leave Blank) Neighborhood No. \_\_\_\_  
Preparation Date

**ABC Architecture**  
123 Elm Street  
Dallas, TX 55555  
Contact: Jon Smith

**Property Owner**  
123 Elm Street  
Dallas, TX 55555  
Contact: Jon Smith

**Applicant**  
123 Elm Street  
Dallas, TX 55555  
Contact: Jon Smith



# CIVIL & LANDSCAPE PLANS



# PRELIMINARY DRAINAGE & PRELIMINARY UTILITY PLAN CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

\* This checklist is not all-inclusive of all City ordinances and standards.

## PRELIMINARY DRAINAGE PLAN

- ☐ Scale at 1:200' or larger
- ☐ On and off-site drainage areas
- ☐ Drainage area map
- ☐ Overall drainage calculations showing estimated runoffs and adequacy of existing downstream drainage system to handle proposed runoff from site
- ☐ Pipe layout and estimated sizes of proposed storm sewer lines
- ☐ Existing storm sewer lines, culverts, potential tie-in locations *(For As-Built information, contact Engineering Services at [bbox@friscotexas.gov](mailto:bbox@friscotexas.gov))*
- ☐ Existing and proposed contours at two foot (2') intervals
- ☐ Floodplain areas, creeks, wetlands
  - The City has watershed studies for Cottonwood Branch and Stewart Creek. For access to these studies, contact [asanders@friscotexas.gov](mailto:asanders@friscotexas.gov).)

## PRELIMINARY UTILITY PLAN

- ☐ Scale at 1:200' or larger
- ☐ Existing and proposed water and sanitary sewer lines and their sizes (For As-Built information, contact Engineering Services at 972-292-5472)
- ☐ Wastewater service area basins (Refer to: [www.FriscoTexas.gov/Departments/Engineering/Documents/2008%20Wastewater%20Master%20Plan%20Map.pdf](http://www.FriscoTexas.gov/Departments/Engineering/Documents/2008%20Wastewater%20Master%20Plan%20Map.pdf))
- ☐ Potential tie locations

Preparer's Name: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_



# RESIDENTIAL CONSTRUCTION PLANS CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

\* This checklist is not all-inclusive of all City ordinances and standards.

- When submitting plans for review, provide nine (8) complete signed and sealed sets at 22" x 34".
- For each subsequent review, provide four (4) complete signed and sealed sets.

## CONSTRUCTION PLAN SETS SHALL INCLUDE THE FOLLOWING:

- Cover/Index
- Approved Preliminary Plat
- City of Frisco General Construction Notes
- Paving Plan & Profile to include cross section showing ROW, sidewalks, concrete thickness and strength
- Drainage Area Map (show off-site drainage, table of drainage area calculations, and table for inlet calculations)
- Storm Sewer Layout (for entire subdivision)
- Storm Sewer Plan & Profile (including ALL hydraulic and inlet calculations)
- Detention Pond Layout and Calculations
- Channels layout, plan & profile, and channel calculations
- Utility Layout (water & sewer for entire subdivision, include sanitary sewer watershed calculations)
- Water Line Plan (Profile required for lines 12" or larger)
- Sanitary Sewer Line Plan & Profile
- Grading Plans (show off-site grades along property boundary)
- Traffic Control
- Illumination Plan
- Erosion Control & Storm Water Pollution Prevention Plan
- Trails - plan and profile or grading plan (if applicable)
- Retaining Walls and/or Bridge Plans to include structural calculations (if applicable)
- Franchise Utilities Layout (electric, gas, telephone and cable) (if applicable)
- Offsite Infrastructure Plans (if applicable)
- City of Frisco and/or TXDOT construction details
- Landscape & Irrigation Plan (show existing and proposed utilities)
- Tree Survey/Mitigation Plan (if applicable)
- Geotechnical report

Preparer's Name: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_



# COMMERCIAL CONSTRUCTION PLANS CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

\* This checklist is not all-inclusive of all City ordinances and standards.

- When submitting plans for review, provide nine (9) complete signed and sealed sets at 22" x 34".
- For each subsequent review, provide four (4) complete signed and sealed sets.

## CONSTRUCTION PLAN SETS SHALL INCLUDE THE FOLLOWING:

- |   |  |
|---|--|
| ○ Cover/Index   | ○ Sanitary Sewer Line Plan & Profile   |
| ○ Right-of-Way and Easement Layout Exhibit  | ○ Storm Sewer Plan & Profile (including ALL hydraulic calculations)                      |
| ○ City of Frisco General Construction Notes   | ○ Traffic Control  |
| ○ Site Plan   | ○ Erosion Control & Storm Water Pollution Prevention Plan                                |
| ○ Dimension Plan & Paving plans to include cross sections   | ○ Retaining Walls and/or Bridge Plans to include structural calculations (if applicable) |
| ○ Grading Plans (show off-site grades along property boundary)  | ○ Franchise Utilities Layout (electric, gas, telephone and cable) (if applicable)        |
| ○ Drainage Plan (show off-site drainage, table of drainage area calculations, and table for inlet calculations) | ○ Offsite Infrastructure Plans (if applicable)   |
| ○ Detention Pond layout and calculations  | ○ City of Frisco and/or TXDOT construction details                                       |
| ○ Channel layout and calculations (if applicable)   | ○ Landscape & Irrigation Plan (show existing and proposed utilities)                     |
| ○ Utility Plan (layout of water and sanitary; include sanitary sewer watershed calculations)                    | ○ Tree Survey/Mitigation Plan (if applicable)  |
| ○ Water Line Layout (profile required for waterlines 12" or larger)   | ○ Geotechnical report  |

Preparer's Name: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_





# LANDSCAPE & SCREENING PLAN CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

\* This checklist is not all-inclusive of all City ordinances and standards.

## GENERAL

- Site boundaries, bearings and dimensions, lot lines, site acreage and square footage.
- Location map, north arrow, scale, title block (located in the lower right hand corner) containing the following information: proposed subdivision name, block designation, lot number, acreage, Abstract/Survey name and number, City Project Number to be provided at time of submittal, and preparation date
- Landscape architect's seal with signature and date of signing.
- Name, address and phone number, and email of owner, applicant, and Landscape Architect.
- Base information as required on the Site Plan Checklist including but not limited to:
  - \_\_\_ Existing and proposed improvements within 75 feet of the subject property, subdivision name, zoning, and land use description of property adjacent to the subject property
  - \_\_\_ Existing and proposed building locations, pavement, parking areas and structures, drive aisles, loading and unloading areas,
  - \_\_\_ Screening walls, retaining walls, fences,
  - \_\_\_ Sidewalks and barrier free ramps compliant with A.D.A. and T.A.S. requirements.
  - \_\_\_ Existing and proposed easements (utility, fire lane, visibility access and maintenance, public way access, drainage, and drainage and detention, etc.). Depict existing and proposed franchise utility easements.
  - \_\_\_ Existing topography at two (2) foot contours or less and proposed at two (2) foot contours or less
  - \_\_\_ Natural features to be preserved including: tree masses, flood plains, drainage ways and creeks
  - \_\_\_ Proposed detention areas, inlets, culverts and other drainage structures on-site and adjacent to the site
  - \_\_\_ Water and sanitary sewer mains and service lines with sizes, valves, fire hydrants, manholes, and other structures on and adjacent to the site.

## LANDSCAPE REQUIREMENTS ([§4.02](#))

- Landscape tabulations showing how landscape requirements have been met, including tree mitigation requirements.
- City standard landscape, irrigation and tree protection Notes (See Landscape & Tree Protection Notes in this packet).
- Plant materials, selection, size, location and coverage etc:
  - \_\_\_ Location, size and species of all existing trees to be preserved and size in DBH
  - \_\_\_ Selected from the Directors approved list and are appropriate for the Landscape Zone
  - \_\_\_ Designation and location of all trees and plants including replacement trees (tree mitigation)
  - \_\_\_ Provide 12 trees per acre.
  - \_\_\_ Location of all plants, with appropriate spacing
  - \_\_\_ Legend with botanical and common names, and sizes of plant materials.
  - \_\_\_ Trees comply with the size requirements as follows:
    - \_\_\_ (3) inch caliper tree
    - \_\_\_ (2) inch caliper with verification that tree has not been "headed back"
  - \_\_\_ Details and specifications for tree planting, soil preparation, and other applicable planting work. Tree specifications comply with American Standards for Nursery Stock.
  - \_\_\_ No more than 45% of same species of shade trees are shown on the drawings.
  - \_\_\_ A 4' min. distance between tree trunks and concrete pavement and utilities.
  - \_\_\_ 6' min. distance between trees and back of street curbs.
  - \_\_\_ Complete coverage of landscape area to be planted.
  - \_\_\_ Provide proper spacing of trees and other plants. (show plants not less than 75% of mature size.)
  - \_\_\_ Specify a layer of fibrous mulch around trees and in shrub beds. Keep root flare exposed.
  - \_\_\_ Maintain a (3') radius vegetation free zone around fire hydrants to allow proper operation.
  - \_\_\_ Shrubs shall not exceed 30" height and Trees shall have a minimum clear trunk height of 9' in VAMs. (see [Engineering Standards](#))



## LANDSCAPE & SCREENING PLAN CHECKLIST

- Provide street frontage type S1, S2, S3, or S4. ([§4.02.05](#))
- Provide Water Resource Zone Z1 or Z2 (5% of parking surface). ([§4.02.06](#))
- Provide Façade Landscape (F1 for retail or F2 for Office/ Non-retail). ([§4.02.07](#))
- You may provide an optional Ceremonial Drive D1. ([§4.02.08](#))
- Provide appropriate Screening Buffer B1, B2, B3, B4, or B5. ([§4.03.03](#))
- Landscape Water Use Requirements
  - \_\_\_ Designation of Landscape Zones used to calculate the ELWU: Natural Landscape, Water Resource, and optional High Water Usage Landscape Zones on the drawings. ([§4.02.09](#))
  - \_\_\_ Landscape Water Use Calculations pursuant to Use the Landscape Water Calculation located at: [www.FriscoTexas.gov/Departments/Planning/Development/Documents/LWA\\_Calculator.xls](http://www.FriscoTexas.gov/Departments/Planning/Development/Documents/LWA_Calculator.xls)
- Irrigation Requirements ([§4.02.09](#))
  - \_\_\_ Irrigator's seal including signature and date of signing
  - \_\_\_ All areas within 10' of a curb, if irrigated, use only approved high efficiency nozzles or drip irrigation.
  - \_\_\_ Design irrigation system in hydro-zones that match Landscape Zones.
  - \_\_\_ Comply with ([Irrigation Ordinance 08-12-103](#)):
    - \_\_\_ automatic master valve included in the system
    - \_\_\_ Y-strainer included in detail of backflow prevention device
    - \_\_\_ head-to-head coverage design
    - \_\_\_ location and type of ET based controller
    - \_\_\_ legend summarizing the type and size of all components of the system including manufacturer name and model numbers
    - \_\_\_ static water pressure (PSI) at the point of connection
    - \_\_\_ flow rate in GPM
    - \_\_\_ system design pressure (PSI) for each valve
    - \_\_\_ water meter location and size
    - \_\_\_ installation details
- Show residential street sections with tree locations compliant with R1 and R2. ([§4.02.10](#))
- Indicate street tree species and percentages of each species to be used as street (parkway)
- Construction details and cross sections where applicable including structural details as sealed by a registered engineer

### SCREENING STANDARDS ([§4.03](#))

- Where multifamily adjoins a single family area, provide Site Screening Type B1, B2, B3, or B4.
- Comply with Thoroughfare Screening requirements ([Subdivision Ordinance Section 8.06](#)).
- Provide screening pursuant to [§4.03.04. Location of Required Screening](#)
- Provide screening pursuant to [§4.03.05. Screening of Outside Storage and Display](#)
- Provide screening pursuant to [§4.03.06. Screening for Loading Docks and Service Areas](#) (50' landscape buffer).
- Provide entry walls pursuant to [§4.03.09. Entry Wall Standards for Subdivisions](#).

### NONRESIDENTIAL DESIGN STANDARDS ([§4.03](#))

- Provide 30' landscape buffer and two rows of trees pursuant to [§4.08.02](#)

### USABLE OPEN SPACE REQUIREMENTS ([§4.13](#))

- Provide open space with trees pursuant to [§4.13.01. Patio Home \(PH\) and Townhome \(TH\) usable Open Space](#)
- Provide landscaping pursuant to [§4.13.02. Multifamily – Usable Open Space Requirements](#)
- Provide open space and landscape features including detention/ retention ponds, pursuant to [§4.13.03. Nonresidential Open Space Requirements](#).

Preparer's Name: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_

## **INSPECTIONS:**

1. No excavation shall occur in city R.O.W. without a R.O.W. permit—contact Public Works Department.
2. The Contractor shall mark all water lines, sewer lines, and tree locations prior to calling for ROW permit.
3. The landscape installation shall comply with approved landscape drawings prior to Final Acceptance by the City and issuance of a Certificate of Occupancy. Contact Development Services landscape architect for a landscape inspection.
4. Water meters, cleanouts and other appurtenances, shall be accessible, adjusted to grade, clearly marked with flagging, and compliant with Public Works Department standards prior to calling for landscape and final R.O.W. inspections.

## **LANDSCAPE STANDARDS:**

1. Plantings and landscape elements shall comply with Engineering Standards, Public R.O.W. Visibility requirements.
2. Unless otherwise specified, trees shall be planted no less than 6' from curbs, and 4' from sidewalks, utility lines, and screening walls. The City has final approval for all tree placements.
3. A Three foot radius around a fire hydrant shall remain clear of plant materials pursuant to the Fire Code.
4. Street trees, where required, shall be (10') minimum from the edge of a storm sewer curb inlet box and the edge of the root ball shall be (4') minimum from the water meter.
5. All plants shall be grown and harvested in accordance with [\*The American Standard for Nursery Stock\* \(ANSI Z60.1-2004\)](#)
6. Tree planting shall comply with details herein and the [\*International Society of Arboriculture\* \(ISA\)](#) standards.
7. Tree pits shall be tested for water percolation. If water does not drain out of tree pit within 24-hours, the tree shall be moved or drainage shall be provided.
8. Native site topsoil is to be protected from erosion or stockpiled.
9. Native site topsoil shall be laboratory tested by and accredited laboratory and amended per said laboratory's recommendations.

## **IRRIGATION STANDARDS:**

1. Any changes to these approved irrigation drawings shall be authorized by the Development Services Landscape Architect.
2. Contact Development Services for irrigation permit prior to installing the irrigation system.
3. Irrigation overspray on streets and walks is prohibited.
4. Mainlines, valves, or control wires shall not be located in the R.O.W.
5. ET irrigation controllers shall be programmed and adjusted to not exceed the Landscape Water Allowance (LWA) prior to approval of landscape installation.
6. Valves shall be located a minimum of (3') away from storm sewers, and sanitary sewer lines and 5 feet from City fire hydrants and water valves.
7. The bore depth under streets, drive aisles, and fire lanes shall provide (2') of clearance (minimum).
8. Irrigation heads that run parallel and near public water and sanitary sewer lines; shall be fed from stubbed laterals or bull-heads. A minimum 5-foot separation is required between irrigation main lines and laterals that run parallel to public water and sanitary sewer lines.
9. No valves, backflow prevention assemblies, quick couplers etc. shall be located closer than 10' from the curb at street or driveway intersections.

## **MAINTENANCE STANDARDS:**

1. The owner shall be responsible for the establishment, maintenance, and vigor of plant material in accordance with the design intent and as appropriate for the season of the year.
2. Landscape and open areas shall be free of trash, litter and weeds.
3. All trees and shrubs shall be maintained in accordance with the Engineering Design Standards – Public R.O.W. Visibility Requirements.
4. Tree maintenance shall be in accordance with the [\*American National Standards for Tree Care Operations\*](#), *ANSI A300* and the standards of the [\*International Society of Arboriculture\* \(ISA\)](#).
5. Tree staking materials, if used, shall be removed after (1) growing season and not more than (1) year after installation. Steel tree stakes, wires, and hoses are prohibited.



### **TREE PROTECTION NOTES**

1. Contact Development Services for a Tree Removal Permit at 972-292-5300 prior to removal or transplanting of any trees.
2. All trees which are to remain on site shall be protected with a (4') tall brightly colored plastic fence, or silt fence, placed at the drip line of the trees.
3. Prior to the Pre-construction meeting or obtaining a grading permit, all tree markings and protective fencing shall be installed by the owner and shall be inspected by the Development Services Landscape Architect.
4. No equipment shall be cleaned, or harmful liquids deposited within the limits of the root zone of trees which remain on site.
5. No signs, wires, or other attachments shall be attached to any tree to remain on site.
6. Vehicular and construction equipment shall not park or drive within the limits of the drip line.
7. Grade changes in excess of 3 inches (cut or fill) shall not be allowed within a root zone, unless adequate tree preservation methods are approved by the City.
8. No trenching shall be allowed within the drip-line of a tree, unless approved by the City.
9. All removed trees shall be chipped and used for mulch on site or hauled off-site.
10. All tree maintenance techniques shall be in conformance with [American National Standards for Tree Care Operations](#), ANSI A300 industry identified standards. Improper or malicious pruning techniques are strictly prohibited.

### **LANDSCAPE ARCHITECT / ARBORIST STATEMENT**

"I \_\_\_\_\_ being a landscape architect or arborist attest that the identification and size of trees identified on this survey are correct and that all Protected Trees have been shown."

## EXAMPLE LANDSCAPE TABULATIONS CHART

LANDSCAPE TABULATIONS	REQUIRED	PROVIDED
Replacement Trees – caliper inches (see tree mitigation)		
Trees per Acre	Varies	
Street Frontage Type (S1, S2, S3, or S4)		
Water Resource Zone Z1 or Z2 percentage		
Water Resource Zone Z1 or Z2 area		
Façade Landscape Areas (F1 for retail or F2 for Office/ Non-retail).		
Optional Ceremonial Drive D1.	No	Yes
Screening Buffer B1, B2, B3, B4, or B5.		
Other Screening Requirements		

## EXAMPLE IRRIGATION ZONE CHART

Irrigation Zone Chart	Planting Zone (Pc)	Irrigation Type	Precipitation Rate
Valve #1	Natural Landscape Zone	MP Rotator	0.43
Valve #2			
Valve #3			
Valve #4			
Valve #5			
Valve #6			
Valve #7			
Valve #8			
Valve #9			
Valve #10			
Valve #11			
Valve #12			

## Approved Plant Materials

Botanical Name	Common Name	Height	Spread	Parkway	Median	Landscape Zones		
						NLZ	WRZ	HWZ
Shade Trees								
Acer barbatum	Maple, Southern Sugar	60'	40'	Yes	Yes	●		
Acer grandidentatum	Maple, Bigtooth	60'	40'	No	Yes	●		
Acer saccharum ‘Caddo’	Maple, Caddo	60'	30'	No	Yes	●		
Acer truncatum	Maple Shantung	25'	20'	Yes	Yes	●		●
Aesculus glabra 'arguta'	Texas Buckeye	30'	50'	No	No	●	●	●
Carya illinoensis	Pecan	100'	100'	No	No	●		
Diospyros virginiana	Persimmon, Common	60'	50'	No	No	●		
Fraxinus texensis	Ash, Texas	50'	40'	Yes	Yes	●		
Liquidambar styraciflua	Sweetgum	75'	45'	Yes	Yes		●	●
Magnolia grandiflora	Magnolia, Southern	60'	30'	No	no		●	●
Pistacia chinensis	Pistachio, Chinese	50'	40'	Yes	Yes	●	●	●
Quercus austrina	Oak, Bluff	75'	50'	Yes	Yes	●		
Quercus buckleyi	Oak, Texas Red	40'	60'	No	No	●		
Quercus laceyi	Oak, Lacey	35'	35'	No	Yes	●		
Quercus macrocarpa	Oak, Burr	80'	80'	Yes	Yes	●	●	
Quercus muhlenbergii	Oak, Chinquapin	80'	80'	Yes	Yes	●		
Quercus shumardii	Oak, Shumard Red	80'	60'	Yes	Yes	●		
Quercus sinuata 'breviloba'	Oak, Bigelow	40'	35'	No	No	●		
Quercus sinuata var. sinuata	Oak, Durand	60'	50'	No	Yes	●		
Quercus virginiana	Oak, Live	90'	90'	No	No	●		●
Sophora japonica 'Princeton Upright'	Princeton Upright Scholartree	50'	35'	Yes	Yes	●		●
Taxodium distichum	Bald Cypress	80'	50'	Yes	No	●	●	●
Ulmus americana 'Princeton'	Elm, Princeton	90'	80'	Yes	Yes	●	●	●
Ulmus crassifolia	Elm, Cedar	90'	80'	Yes	Yes	●	●	●
Ulmus parivifolia ‘Elmer II’	Elm, Allee Lacebark	75'	50'	Yes	Yes	●	●	●
Ulmus parivifolia ‘UPMTFI’	Elm, Bosque Lacebark	60'	40'	Yes	Yes	●	●	●
Ulmus parvifolia 'Ohio'	Elm, Ohio Lacebark	60'	50'	yes	Yes	●	●	●
Zelkova serata	Japanese Zelkova	70'	55'	Yes	Yes	●		●
Ornamental Trees								
Cercis Canadensis 'texensis'	Redbud, Texas	20'	20'	No	No	●	●	●
Chilopsis linearis	Desert Willow	20'	20'	No	No	●		
Cornus drummondii	Dogwood, Rough-leaf	16'	16'	No	No	●	●	
Cotinus obovatus	American Smoke Tree	20'	20'	No	No	●		
Crataegus phaenopyrum	Hawthorn, Washington	25'	15'	No	No	●	●	●
Crataegus reverchoni	Hawthorn, Green	20'	20'	No	No	●	●	●
Diospyros texana	Persimmon, Texas	20'	12'	No	No	●	●	
Ilex decidua	Possumhaw	15'	10'	No	No	●	●	
Ilex vomitoria	Holly, Yaupon	20'	20'	No	No	●	●	●
Ilex x attenuata 'Fosteri'	Holly, Foster	20'	10'	No	No			●
Ilex x attenuata 'Savannah'	Holly, Savannah	20'	10'	No	No			●
Koelreuteria paniculata	Goldenrain Tree	30'	20'	Yes	Yes	●	●	●
Lagerstroemia indica	Crape Myrtle	25'	15'	No	Yes	●	●	●
Leucaena retusa	Goldenball Lead Tree	25'	15'	No	No	●		
Prunus Mexicana	Mexican Plum	25'	25'	No	No	●		
Rhanmus caroliniana	Carolina Buckthorn'	15'	10'	No	No	●	●	
Rhus lanceolata	Flameleaf Sumac	20'	20'	No	No	●	●	
Sophora affinis	Eve's Necklace	30'	20'	No	No	●	●	
Ungnadia speciosa	Buckeye, Mexican	20'	20'	No	No	●	●	
Viburnum rufidulum	Rusty Blackhaw	30'	20'	No	No	●	●	
Vitex agnus-castus	Chaste Tree	15'	15'	No	Yes	●		

## Approved Plant Materials

						Landscape Zones		
Botanical Name	Common Name	Height	Spread	Parkway	Median	NLZ	WRZ	HWZ
Evergreen Screen								
Cupressus arizonica	Arizona Cypress	40'	20'	No	No	●		
Eleagnus pungens	Silverberry	15'	20'	No	No	●		●
Garrya ovata ssp. Lindheimer	Lindheimer's silktassel	10'	10'	No	No	●		
Ilex cornuta 'burfordii'	Holly, Burford	20'	15'	No	No			●
Ilex cornuta 'burfordii nana'	Holly, Dwarf Burford	8'	8'	No	No			●
Ilex x 'Nellie Stevens	Holly, Nellie R. Stevens	20'	15'	No	No			●
Juniperus virginiana	Eastern red cedar	40'	20'	No	No	●		
Leucophyllum frutescens	Texas sage	8'	8'	No	No	●		
Myrica cerifera	Wax myrtle	15'	10'	No	No	●		
Prunus caroliniana	Cherry laurel	20'	10'	No	No	●		
Rhus virens	Evergreen sumac	30'	20'	No	No	●		
Shrubs								
Abelia grandiflora	Abelia	4'	4'	No	No			●
Aloysia gratissima	Bee-brush	10'	6'	No	No	●	●	
Anisacanthus q. wrightii	Flame Anisacanthus	4'	3'	No	No	●		
Berberis trifoliata	Agarito	10'	10'	No	No	●		
Calicarpa americana	American beautyberry	5'	5'	No	No	●	●	
Cephalanthus occidentalis	Buttonbush	10'	6'	No	No		●	
Compositae chrysactinia mexicana	Damianita	2'	2'	No	No	●		
Dalea frutexcens	Black Dalea	4'	4'	No	No	●		
Dasyilirion wheeleri	Desert Spoon	3'	3'	No	No	●		
Eysenhardtia texana	Texas Kidneywood	12'	8'	No	No	●		
Fallugia paradoxa	Apache Plume	6'	6'	No	No	●		
Forestiera pubescens	Elbow Bush	8'	8'	No	No	●	●	
Hesperaloe parviflora	Red Yucca	3'	3'	No	No	●		
Ilex vomitoria 'nana'	Dwarf Yaupon Holly	3'	4'	No	No	●		
Leucophyllum f. 'Silverado'	Texas Sage, Silverado	4'	4'	No	No	●		
Raphiolepis indica	Indian Hawthorn	3'	4'	No	No			●
Rhus aromatica	Aromatic Sumac	6'	6'	No	No	●		
Sambucus canadensis	Elderberry	12'	6'	No	No	●	●	
Yucca recurvifolia	Yucca, Soft-leaf	5'	5'	No	No	●		
Yucca rupicola	Yucca, Twist-leaf	5'	5'	No	No	●		
Groundcover/ Vines								
Acanthaceae Dyschoriste linearis	Snake herb	6"	18"	Ok	Ok	●		
Ajuga reptans	Ajuga	6"	n/a	Ok	Ok	●	●	●
Bignonia capreolata	Cross vine	Vine	n/a	No	No	●		
Campsis radicans	Trumpet vine	Vine	n/a	No	No	●	●	●
Gelsemium sempervirens	Carolina jessamine	Vine	n/a	No	No	●	●	
Liriope muscari	Liriope	15"	12"	Ok	Ok		●	●
Lonicera sempervirens	Coral honeysuckle	Vine	n/a	No	No	●	●	
Marsilea macropoda	Water clover	8"	n/a	Ok	Ok	●		
Phyla nodiflora	Frog fruit	12"	n/a	Ok	Ok	●	●	
Rivina humilis	Pigeonberry	18"	24"	Ok	Ok	●		
Stemodia lanata	Wooly stemodia	5"	n/a	Ok	Ok	●		
Viola missourensis	Wood violet	6"	n/a	Ok	Ok	●	●	

## Approved Plant Materials

Botanical Name	Common Name	Height	Spread	Parkway	Median	Landscape Zones		
						NLZ	WRZ	HWZ
Perennials (Forbs)								
Aster longifolia	Fall Aster	3'	3'	Ok	Ok	●		
Berlandiera lyrata	Chocloate Flower	1'	2'	Ok	Ok	●		
Berlandiera texana	Texas Green-eyes	4'	2'	Ok	Ok	●		
Calirhoe involucrata	Winecup	12"	2'	Ok	Ok	●		
Calylophos drummondianus	Sundrops	6"	2'	Ok	Ok	●		
Castilleja indivisa	Indian Paintbrush	12"	12"	Ok	Ok	●		
Coreopsis tinctoria	Plains Coreopsis	12"	1'	Ok	Ok	●		
Dalea greggii	Greg's Dalea	12"	4'	Ok	Ok	●		
Datura wrightii	Angel Trumpet	3'	3'	No	No	●		
Desmanthus illinoensis	Illinois Bundleflower	2'	1'	Ok	Ok	●		
Dracopis amlexicalis	Clasping Coneflower	2'	1'	No	No	●		
Echinacea purpurea	Purple Coneflower	2'	2'	Ok	Ok	●		
Engelmannia peristenia	Cutleaf Daisy	3'	3'	Ok	Ok	●		
Eupatorium greggii	Gregg's Mistflower	2'	1'	Ok	Ok	●		
Gaillardia pulchella	Indian Blanket	12"	12"	Ok	Ok	●		
Gaura lindheimeri	Whirling Butterflies	12"	3'	No	No	●		
Helianthus maximilliani	Maximillian Sunflower	5'	3'	No	No	●		
Hibiscus coccinea	Texas Star Hibiscus	5'	3'	No	No	●		
Hibiscus militaris	Military Hibiscus	6'	3'	No	No	●	●	
Hymenoxys scaposa	Fournerve Daisy	1'	1'	Ok	Ok	●		
Lantana horrida	Texas Lantana	5'	5'	No	No	●		
Liatris mucronata	Blazing stars	12"	2'	No	No	●		
Malvaviscus drummondii	Turk's Cap	4'	4'	No	No	●		
Melampodium leucanthum	Blackfoot Daisy	2'	12"	No	No	●		
Oenothera speciosa	Pink Evening Primros	12"	1'	Ok	Ok	●		
Parvonía brazelliensis	Rockrose, Brazillian	3'	3'	No	No	●		
Parvonía lasiopetala	Rockrose	3'	3'	No	No	●		
Perovskia atriplicifolia	Sage, Russian	2'	3'	No	No	●		
Physostegia virginiana	Obedient Plan	4'	2'	No	No	●	●	
Ratibida columnifera	Mexican hat	2'	1'	Ok	Ok	●		
Rudbeckia hirta	Blackeyed Susan	2'	2'	No	No	●		
Rudbeckia lancinata	Green-headed Coneflower	4'	2'	No	No	●		
Rudbeckia maxima	Giant Coneflower	6'	2'	No	No	●	●	
Rudbeckia triloba	Brown-eyed Susan	3'	2'	No	No	●		
Salvia coccinea	Sage, Scarlet	4'	3'	No	No	●		
Salvia farinacea	Sage, Mealy Blue	2'	1'	Ok	Ok	●		
Salvia greggii	Sage, Autumn	3'	2'	Ok	Ok	●		
Salvia longespicata x farinacea	Sage, Indigo Spires	4'	6'	No	No	●		
Salvia pestemonoides	Sage, Big Red	4'	3'	No	No	●		
Salvia pitcheri	Sage, Pitcher	4'	3'	No	No	●		
Saururus cernuus	Lizard-tail	3'	2'	No	No	●	●	
Scutellaria suffrutescens	Pink Schulllcap	12"	1'	Ok	Ok	●		
Sedum 'Autumn Joy'	Autumn Joy Sedum	2'	2'	No	No	●		
Senna lindheimeriana	Lindheimer's Senna	3'	3'	No	No	●		
Sphaeralcea coccinea	Globemallow, Scarlet	12"	12"	Ok	Ok	●		
Stachys coccinea	Texas Betony	18"	2'	Ok	Ok	●		
Verbena bipinnitifida	Prairie Verbeenna	6"	18"	No	No	●		
Viguiera stenoloba	Skeletonleaf Goldeneye	2'	2'	Ok	Ok	●		
Wedelia hispida	Zexmenia	2'	3'	Ok	Ok	●		



## Approved Plant Materials

Botanical Name	Common Name	Height	Spread	Parkway	Median	Landscape Zones		
						NLZ	WRZ	HWZ
Grass/ Sedges/ Turf								
Andropogon gerardii	Big Blue Stem	5'	5'	No	No	●		
Andropogon glomeratus	Bushy Bluestem	5'	1.5'	No	No		●	
Andropogon virginicus	Broomsedge Bluestem	4'	3'	No	No	●		
Bouteloua curtipendula	Sideoats Grama	6'	1'	Ok	Ok	●		
Bouteloua gracilis	Blue Grama	Turf	Turf	Yes	Yes	●		
Buchloe dactyloides	Buffalograss	Turf	Turf	Yes	Yes	●		
Carex cherokeensis	Cherokee Caric Sedge	12"	12"	Ok	Ok		●	
Carex leavenworthii	Leavenworth Caric Sedge	12"	12"	Ok	Ok		●	
Chasmanthium latifolia	Inland Seaoats	3'	3'	No	No	●	●	
Cynodon dactylon	Bermuda grass	Turf	Turf	Yes	Yes			●
Elymus canadensis	Prairie Wild Rye	5'	3'	No	No	●	●	
Equisetum hymale	Horsetail	4'	2'	No	No		●	
Festuca ovina 'glauca'	Blue Fescue 'Boulder Blue'	12"	12"	Ok	Ok	●		
Leersia hexandra	Clubhead Cutgrass	1.5'	1.5'	Ok	Ok		●	
Leptochola dubia	Green Sprangletop	3'	3'	No	No	●		
Longspike Tridens	Tridens strictus	3'	1.5'	No	No	●	●	
Miscanthus sinensis 'adagio'	Japanese Silver Grass	3'	2'	No	No			●
Miscanthus sinensis 'gracillimus'	Maiden Grass	6'	3'	No	No			●
Muhlenbergia filipes	Muhly, Gulf	3'	2'	No	No	●		
Muhlenbergia lindheimeri	Muhly, Lindheimer	4'	2'	No	No	●		
Muhlenbergia reverchonii	Muhly, Seep	2'	2'	Ok	Ok	●	●	
Muhlenbergia rigens	Muhly, Deer	3'	3'	No	No	●		
Nasella tenuissima	Mexican Feathergrass	2'	2'	Ok	Ok	●		
Panicum virgatum	Switchgrass	5'	5'	No	No	●	●	
Saccharum alopecuroideum	Silver Plumegrass	9'	3'	No	No	●	●	
Schizachyrium scoparium	Little Blue Stem	3'	2'	No	No	●		
Sorghastrum nutans	Indiangrass	5'	3'	No	No	●	●	
Spartina pectinata	Prairie Cordgrass	6'	6'	No	No	●		
Sporobolus heterolepsis	Prairie Dropseed	3'	5'	No	No	●		
Tripsacum dactyloides	Eastern Gamagrass	4'	3'	No	No		●	



# TREE SURVEYS AND TREE PRESERVATION PLAN CHECKLIST

*PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH SUBMITTAL*

\*This checklist is not all-inclusive of all City ordinances and standards.

A detailed tree survey and tree preservation plan is only required for protected trees located in areas that are to be disturbed. The preliminary plat or preliminary site plan. Any construction encroachment into area not covered by survey and/or mitigation areas will require additional information as directed by the City of Frisco.

- ☐ Title block located in lower right corner (titled as Detailed Tree Survey and Tree Preservation Plan) with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- ☐ North arrow and scale appropriate for the level of detail – multiple pages may be required
- ☐ Property lines, dimensions and bearings.
- ☐ Adjacent property - subdivision names, land use, and zoning
- ☐ Existing or proposed buildings on the property, access points on and adjacent to the property, building lines, setback and yard requirements, driveways, parking, and the overall area to be disturbed (the area for which a detailed tree survey and tree preservation plan is required)
- ☐ Location and width of existing and proposed streets, alleys, rights-of-way, fire lanes, and sidewalks
- ☐ Existing and proposed easements (utility, visibility and maintenance, drainage, etc...)
- ☐ Legend if abbreviations or symbols are used
- ☐ All existing and proposed utilities - fire hydrants, water and sewer mains and lines with pipe sizes, valves, and manholes within and immediately adjacent to the tract
- ☐ Identify 100-year floodplain and water level, prior to reclamation
- ☐ Indicate notes and details for tree protection and preservation measures
- ☐ The location of the trunk and drip line, diameter, height, and common name of the Protected Trees proposed to be removed or transplanted, or that is located in any area to be disturbed. Provide permanent numerical ID tags for protected trees that correspond to the tree survey. A representative sample may be used in large areas with prior written approval from the City Landscape Architect
- ☐ Existing and proposed topography at one (1) foot intervals or less.
- ☐ Reproducible photographic information is to accompany submission with sufficient data to convey which trees are to remain as they correspond to the general survey
- ☐ The survey shall bear the stamp or seal of a registered surveyor relative to the location of any Protected Trees and shall bear the stamp, seal, or signature of a registered landscape architect, certified arborist, or arbor culturist relative to the specie(s) of any Protected Tree
- ☐ Trees to be removed are not exempt unless they are in a major public improvement project such as:
  - ☐ Major or minor thoroughfare
  - ☐ Water line
  - ☐ Storm sewer
  - ☐ Sanitary sewer
  - ☐ Drainage easement



## TREE SURVEYS AND TREE PRESERVATION PLAN CHECKLIST

- Tree Preservation Computations Table – Use following format (See [Zoning Ordinance §4.01.05](#) for mitigation percentages)

Tree Type Common and Botanical	Tree Size	Tree ID No.	Condition of Tree	Preserved or Removed	Mitigation Required, Percentage	Mitigation Required, Caliper Inches	Tree Location	Notes
(samples below)								
Live Oak <i>Quercus Virginiana</i>	15"	1	Alive	Preserved	0%	0"	300' of Floodplain	
Winged Elm <i>Ulmus Alata</i>	10"	2	Damaged	Removed	100%	10"	300' of Floodplain	Const. Damage
Hackberry <i>Celtis laevigata</i>	12"	3	Alive	Removed	0%	0"	Floodplain	Not Protected
Winged Elm <i>Ulmus Alata</i>	12"	4	Alive	Removed	150%	18"	Stand	
Live Oak <i>Quercus Virginiana</i>	8"	5	Dead	Removed	0%	0"	Individual	Dead, Not Mitigated

- A detail tree survey shall be prepared by or under the supervision of a landscape architect or certified arborist. The following shall be on the tree survey:

"I \_\_\_\_\_ being a landscape architect or arborist attest that the identification and size of trees identified on this survey are correct and that all Protected Trees have been shown.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preparer's Name (please print) \_\_\_\_\_

Preparer's Signature \_\_\_\_\_



# LETTER TEMPLATES



## Sample Waiver of Right for 30-Day Action Letter

Note: Significant changes to associated plans will require additional review time and will therefore postpone placement on meeting agenda.

*Insert Date*

City of Frisco  
Development Services  
6101 Frisco Square Blvd., 3<sup>rd</sup> Floor  
Frisco, Texas 75034

RE: Waiver of Right for 30-Day Action

Development Services:

As the representative of *(insert the project name)*, City project number *(insert case number)*, I hereby waive the right for action on the *(insert type of plat – preliminary, final, conveyance, amended, vacated, or replat)* plat for *(insert subdivision name, block and lot)* within thirty (30) days of the submittal date of the plat. The plat and associated plans will be resubmitted to Development Services ten (10) business days prior to the desired meeting to provide adequate time for staff review and scheduling purposes.

Sincerely,

*Insert Printed Name and Signature of Applicant and/or Representative*



## Sample Letter to Request Tabling

**Note:** Significant changes to associated plans will require additional review time and will therefore postpone placement on meeting agenda.

**Note:** Staff will recommend to table item for a minimum of 30 days when significant changes are made to submittal.

*Insert Date*

City of Frisco  
Development Services  
6101 Frisco Square Blvd., 3<sup>rd</sup> Floor  
Frisco, Texas 75034

RE: Request to Table Zoning or Specific Use Permit Request

Development Services:

As the representative of *(insert the project name)*, City project number *(insert case number -- Zoning Case Z1X-XXXX or Specific Use Permit SUP1X-XXXX)*, I hereby request that this item be tabled by the *(insert Planning & Zoning Commission or City Council)* to their *(insert date)* meeting. The necessary zoning exhibits will be resubmitted to Development Services ten (10) days prior this meeting to provide adequate time for staff review and scheduling purposes.

Sincerely,

*Insert Printed Name and Signature of Applicant and/or Representative*



## Landscape Water Use Calculator

Development Name:

Applicant:

Legal Description (Lot and Block):

Case Number:

Date:

### Step 1. Calculate Annual Landscape Water Allowance (LWA)

Enter Landscape Area square feet:

0.00

LWA (Gallons):

0.00

### Step 2. Calculate the Estimated Landscape Water Allowance (ELWU)

Total ELWU All Zones (not to exceed LWA):

0.00

#### Zone #1

1. Select Plant Type from list	3. Enter Landscape Zone Area	
	4. ELWU for this zone equals	0.00
2. Select Irrigation Type from list		

#### Zone #2

1. Select Plant Type from list	3. Enter Landscape Zone Area	
	4. ELWU for this zone equals	0.00
2. Select Irrigation Type from list		

#### Zone #3

1. Select Plant Type from list	3. Enter Landscape Zone Area	0.00
	4. ELWU for this zone equals	0.00
2. Select Irrigation Type from list		

#### Zone #4

1. Select Plant Type from list	3. Enter Landscape Zone Area	0.00
	4. ELWU for this zone equals	0.00
2. Select Irrigation Type from list		

#### Zone #5

1. Select Plant Type from list	3. Enter Landscape Zone Area	0.00
	4. ELWU for this zone equals	0.00
2. Select Irrigation Type from list		

#### Zone #6

1. Select Plant Type from list	3. Enter Landscape Zone Area	0.00
	4. ELWU for this zone equals	0.00
2. Select Irrigation Type from list		

#### Zone #7

1. Select Plant Type from list	3. Enter Landscape Zone Area	0.00
	4. ELWU for this zone equals	0.00
2. Select Irrigation Type from list		